Food and Agriculture Organization of the United Nations

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# IOTC e-PSM application

## User Manual for Vessel representatives

IBUKI

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The IOTC e-PSM application is a Web application. As such, it is constantly evolving and improving and some of the features presented in this manual might change, in their aspect or function, and new features might also be introduced.

We strongly encourage you to regularly check the IOTC e-PSM website (http://epsm.iotc.org) and download the latest version of this manual, which will reflect the latest version of the IOTC e-PSM application.

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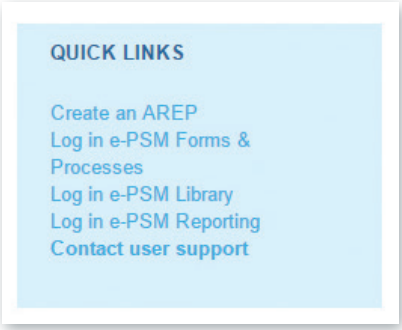
# ACRONYMS

| | |
|---|---|
| AREP | Advance Request for Entry to Port |
| CPC | Contracting Parties and Cooperating non-Contracting Parties |
| FS | Flag State |
| IOTC | Indian Ocean Tuna Commission |
| NFV | Notification to a Fishing Vessel |
| OLT | Offloading declaration |
| PIR | Port Inspection Report |
| PS | Port State |
| PSCA | Port State Competent Authority |
| PSM | Port State Measures |
| RAI | Request for Additional Information |
| RAI-AREP | Request for Additional Information following an Advance Request for Entry to Port |
| RAI-PIR | Request for Additional Information following a Port Inspection Report |
| RAR | Risk Assessment Report |
| TRX-TDD | Transhipment declaration as a Donor Vessel |
| TRX-TDR | Transhipment declaration as a Receiver Vessel |
| VF | Vessel File |
| VFL | Vessel File Listing |
| VMS | Vessel Monitoring System |

# 1 WHO IS THIS MANUAL FOR?

This manual is for the use of vessel owners, agents or masters ("Vessel Representatives"), whose vessel plans to call in a port in the IOTC Area of Competence.

If you need any help while using the IOTC e-PSM application, please refer first to this Manual and its Frequently Asked Questions at the end. If you cannot find an answer in this document, please contact epsm@iotc.org or use the contact user support page to leave a message (http://epsm.iotc.org/contact). The link is accessible in the quick links:




**DEFINITIONS: FLAG STATE COMPETENT AUTHORITIES**

The Flag State Competent Authority is a national authority responsible for the monitoring, control and surveillance of the fishing activity of the vessels registered or licensed under is flag.
A Flag State is responsible for making sure vessels comply with international conventions and IOTC Resolutions.

## DEFINITIONS: PORT STATE COMPETENT AUTHORITIES

The Port State Competent Authority is a national authority responsible for Fisheries Port State Measures in accordance with Resolution 10/11.
In principle, the Port State Competent Authority is designated in national law as an authority with the power to decide whether to grant or deny a vessel access to port, to conduct inspection of vessels (Fishing vessel or any vessel involved in fishing-related activities) and implement the relevant paragraphs of the IOTC Resolution 10/11 on Port State Measures.

## DEFINITIONS: VESSEL'S REPRESENTATIVES

**Master (or captain):** It is the person who is in ultimate command of the vessel. The master is responsible for the safe and efficient operation of the vessel, including fishing operations, navigation, crew management and ensuring that the vessel complies with local and international laws, as well as company and flag state policies.

**Fishing master (or fishing captain):** On some vessels there is a fishing master who is responsible for the fishing operations of the vessel. This person is not the person legally responsible for the activities of the vessel although they may give the appearance of being in command.

**Owner:** The owner is the natural or legal person registered as owning the vessel. This may be different to the beneficial owner, who directs the activities of the vessel.
Beneficial owner: The beneficial owner directs the activities of the vessel.

**Operator:** The operator is a person(s) or company(ies) responsible for the complete operation of the vessel, including the crew, and all the administration and management of the fishing operation.

**Agent:** The agent is the person(s) or company(ies) that provides support to the vessel. The role of the agent is not defined and the services provided will vary with circumstances. The services may include, for example, arranging for the sale of the catch, supplying the vessel with victuals and fuel, vessel maintenance and administrative services such as providing legal documents and insurance. Some vessels may use different agents when they operate away from their home port.

# 2 INTRODUCTION: IOTC PORT STATE MEASURES

In 2010, aware of the powerful and cost effective compliance tool that Port States measures represent to combat IUU fishing activities in the Indian Ocean, the IOTC adopted a resolution on Port State measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing (IOTC Resolution 10/11 on Port States measures). The resolution, which entered into force on 1 March 2011, is inspired by the 2009 FAO Agreement on Port State Measures but placed in the context of the IOTC mandate. The fisheries administration of the Coastal CPCs of the IOTC, where foreign fishing vessels call to request entry into their designated port to offload tuna and tuna like species and use ports facilities and services, are responsible for the implementation of the resolution.

While some CPCs of the IOTC have port State and/or flag State responsibilities to implement the Resolution 10/11, the fishing industry has as well some responsibilities.

One of these responsibilities is for the vessel master of the vessel's representative (Agent) to provide a form, named Advance Request for Entry into Port (AREP), within the period of notice defined by the Port State (see the Designated Ports section on the IOTC e-PSM website: http://epsm.iotc.org). The format and information of the AREP is defined at annex 1 of the Resolution 10/11.

After receiving the AREP form and other information required to determine whether the vessel requesting entry into its port has engaged in IUU fishing or fishing related activities in support of such fishing, the competent authority of the port State decides whether to authorize or deny the entry of the vessel into its port.

# 3 OVERVIEW OF THE E-PSM PROCESS

As provided by the IOTC PSM, any vessel planning to call in a port in the IOTC Area of Competence must notify the competent authority of the Port State at least 24 hours in advance of the date of the entry into port and within the established advance period of notice. The vessel must then wait for the notification by the competent authority of the Port State, or for any potential request for additional information, before entering into port.

The whole process is detailed below:

- At least 24hrs before entering into port: the master or the agent of the vessel (or owner/operator) submits an AREP to the Port State Competent Authority (PSCA).
- The PSCA examines the AREP and:
  - ► The PSCA may send a Request for Additional Information (RAI-AREP) to the master or to the agent of the vessel asking for more details.
    - the vessel representative receives the RAI-AREP and must reply to the PSCA by sending the requested information;
    - the PSCA examines the answers and if they are not satisfactory, the PSCA can send another RAI-AREP;
    - once the RAI-AREP/replies process is completed to the satisfaction of the PSCA:
  - ► The PSCA sends a “Notification to the Fishing Vessel” (NFV) to the master or to the agent of the vessel which can be:
    - Port entry authorised: the vessel can enter port.
    - Port entry authorised but use of port facilities denied until completion of a port inspection and clearance by the competent authority
    - Port entry denied: the vessel cannot enter port.

- Once the vessel is in port, two processes can take place:
  - ▶ The PSCA decides to conduct a complete Port Inspection of the vessel including inspection/monitoring of the offloading of catch:
    - the vessel is inspected,
    - the PSCA produces a Port Inspection Report (PIR), a copy of which is sent to the master and/or to the agent of the vessel and to the Flag State;
    - the PSCA may request additional information following the inspection by sending a Request for Additional Information (RAI-PIR):
      - the master and/or the agent of the vessel receive the RAI-PIR and must reply to the PSCA by sending the requested information;
      - the PSCA examines the answers and if they are not satisfactory, can send another RAI-PIR;
      - this exchange can be repeated until the RAI-PIR/ replies process is completed to the satisfaction of the PSCA.
    - Usually, a Port Inspection is accompanied by a monitoring of the offloading of the catch.
  - ▶ The PSCA decides to not conduct a complete Port Inspection of the vessel but decides to inspect/monitor the offloading (transhipment and/or landing operations):
    - The offloading is inspected/monitored,
    - The PSCA produces an Offloading form (OLT), a copy of which is sent to the master and/or to the agent of the vessel and to the Flag State.

- If a transhipment has taken place in port, the master and/or the agent of the vessel transmit the Transhipment Declaration to the PSCA, then the PSCA produces a Transhipment form (TRX TD), a copy of which is sent to the master and/or to the agent of the vessel and to the Flag State.

- There is no IOTC e-PSM procedure that the vessel must follow to leave port, only the standard procedures defined by the PSCA.

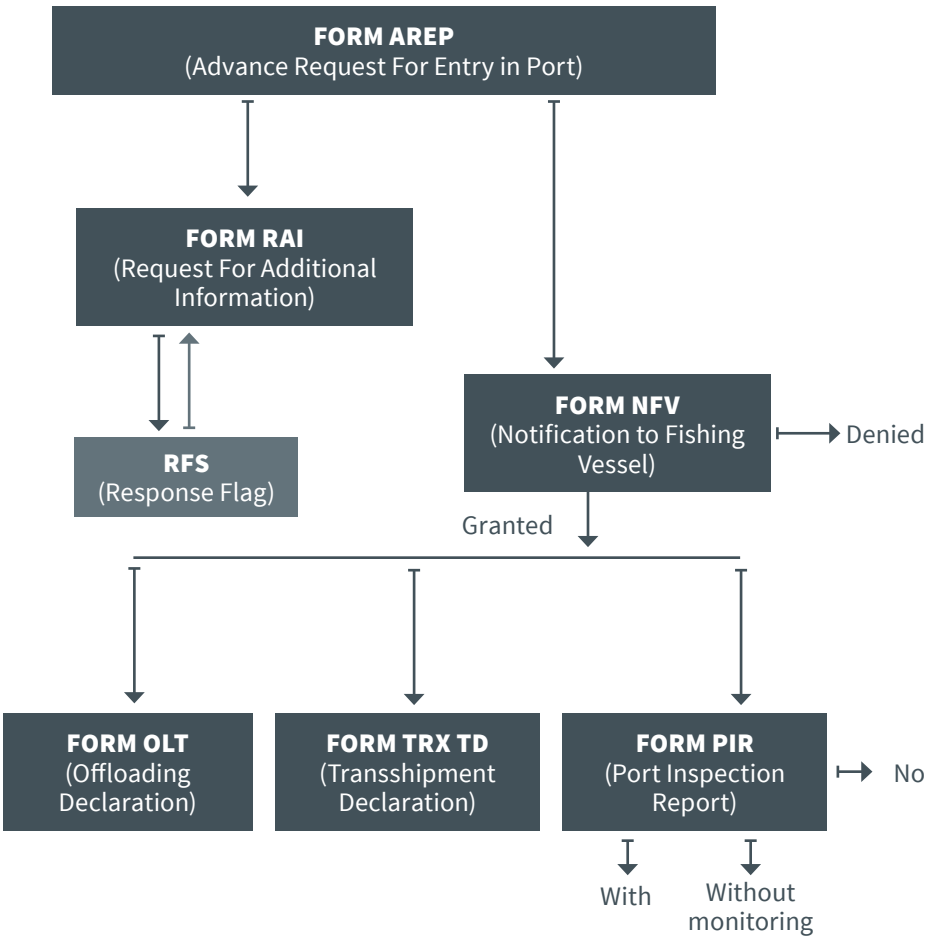



**Figure 1** *The e-PSM process*

# 4 THE AREP PROCESS

The e-PSM application offers you the possibility to submit an Advance request of entry in port (AREP) to the Competent Authority of the Port State. Sending the AREP is an IOTC mandatory requirement that your flag State has agreed to when it has adopted the Resolution 10/11 in 2010.

The advantages of providing an AREP through the e-PSM application are multiples:

- **FASTER REQUEST:** It fastens your entry into port and the decision making process of the port State,
- **PAPERLESS REQUEST:** It reduces paper works for you, master of the vessel or the agent, and the port State,
- **ENHANCED COMMUNICATION:** It provide a direct communication platform between you (master or agent) and the Competent Authority of the port State.

**IN A NUTSHELL: THE AREP PROCESS**

At least 24hrs before the intended entry into port, the vessel representative uses the e-PSM application to send an AREP to the Port of Call Port State Competent Authority.

The PSCA reviews the AREP, ask for more information through the process of Request for Additional Information (RAI-AREP) as necessary.

Once all required information has been sent by the vessel (Master or agent), the PSCA sends a Notification to a Fishing Vessel (NFV) to the vessel to indicate whether the request for entry has been granted or not (Denial of entry).

**REMINDER**

A vessel cannot enter a port without having submitted an AREP and any additional documents (as required by the Competent Authority of the port State).

A vessel can only call in ports that have been designated by IOTC Members (consult which ports in the IOTC area have been designated - (see the Designated Ports section on the IOTC e-PSM website: http://epsm.iotc.org).

It is mandatory to submit an AREP within the time period specified by the port State (Consult the advance period of notice of the port you wish to call - see the Designated Ports section on the IOTC e-PSM website: http://epsm.iotc.org).

## 4.1 Filling and submitting the AREP form

### 4.1.2 How to submit an AREP form?

There are two ways to fill an AREP form:

1. The old way: fill in the paper form as specified in annex 1 of the Resolution 10/11 and transmit it (by fax or physically) to the relevant PSCA,

2. The new way: go to the e-PSM section of the IOTC website: http://epsm.iotc.org and start filling an electronic version of the AREP. This is the process that is described below.

### 4.1.2 Starting the process

- go to the e-PSM section of the IOTC website: http://epsm.iotc.org
- click on the link **CREATE AN AREP** to start filling an AREP;

**Figure 2** *The Starting point to create an AREP*

- to ensure that the process is initiated by a person and not by some rogue software or spammer, fill in the “passphrase” field by typing the passphrase that has been provided by your Flag State.

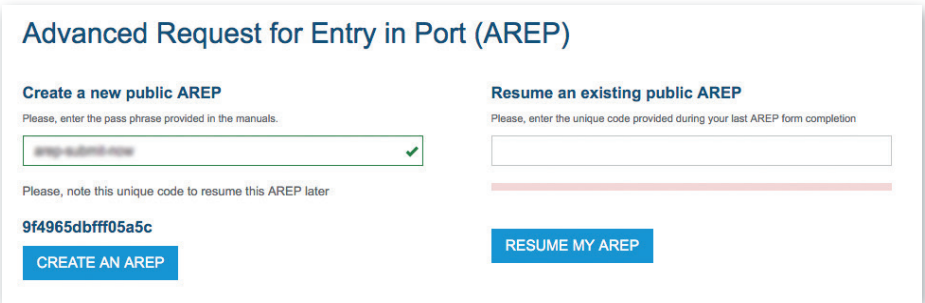



**Figure 3** *Entering the passphrase the beginning of the AREP process*

- You will notice a long code below the passphrase field: you should write down this code or copy/paste it in a document in your computer, as this code allows you to resume an AREP that you might have started and saved for later completion, or in case your AREP process is interrupted by a computer crash. Please see the “Save & Resume an AREP” box below for details.
- then click the “CREATE AN AREP” button.

## TIP: SAVING & RESUMING AN AREP

Filling an AREP can be a long process, as there are numerous information required, including catch records, scanned copies of documents etc.

If you cannot complete the AREP process in one go, or if you are interrupted by a computer crash or some other issue, the e-PSM application offers you a way to Save & Resume your AREP process.

To do that, you have to note down or copy/paste in a document in your computer the resume code that is displayed on the first screen of the AREP process, then on each subsequent screen of the AREP process. This code is unique to each AREP.

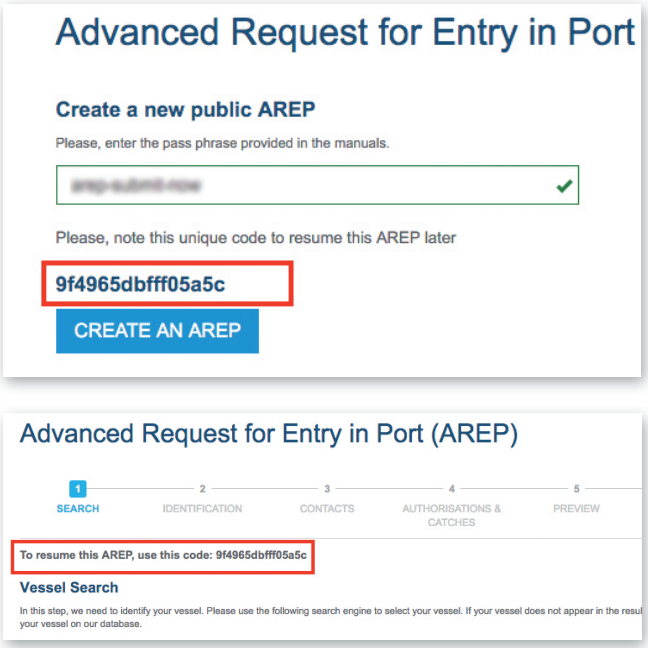



**Figure 4** *The AREP resume code*

## TIP: SAVING & RESUMING AN AREP

The AREP is automatically saved each time you click on a “NEXT STEP” button during the AREP process, but you can also manually save the AREP by clicking on the “SAVE” button at the bottom of any AREP screen.

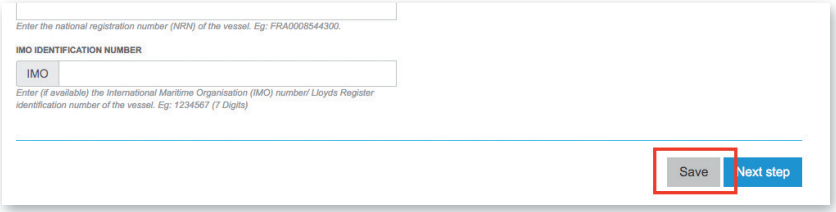



**Figure 5** *The Save AREP button*

Note: Saving an AREP saves all the information entered until the save operation, including selections, entered text, attached files, etc.

To resume a saved AREP, simply enter the resume code in the “Resume an existing public AREP” field on the first AREP submission screen and click “RESUME MY AREP”. You will then be able to resume the AREP process from where it was last saved.

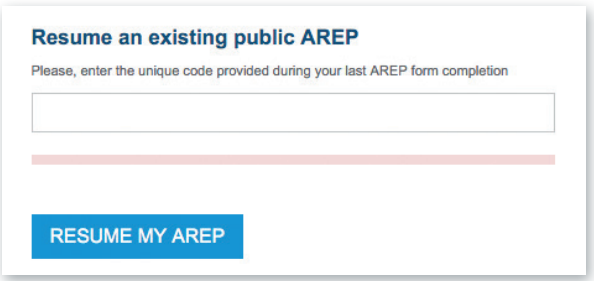



**Figure 6** *The Resume AREP field and button*

### 4.1.3 Selecting your vessel

The first step of the submission of an AREP is to specify which vessel is requesting entry in port.

- Start by Searching for your vessel in the IOTC e-PSM database: in the Search field, type the name, call sign, IOTC number, National registration number, IMO number or Flag Country of your vessel and click the button “Search a vessel”. Note that you can enter partial information like just part of the vessel name.

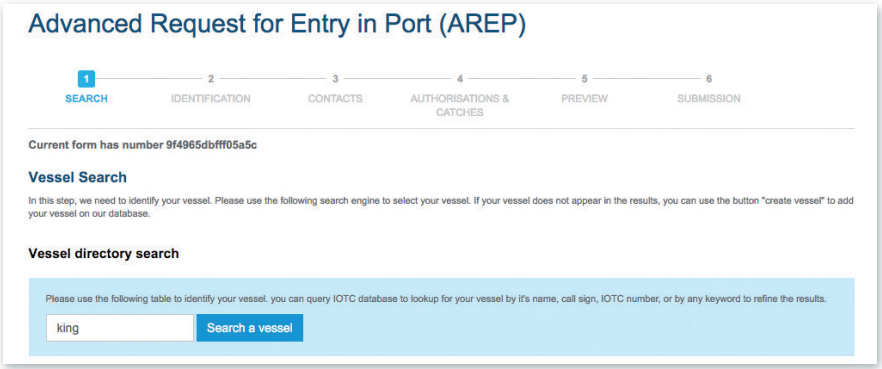



**Figure 7** *Searching for a vessel*

- The screen will display the list of vessels matching your query below the Search field:

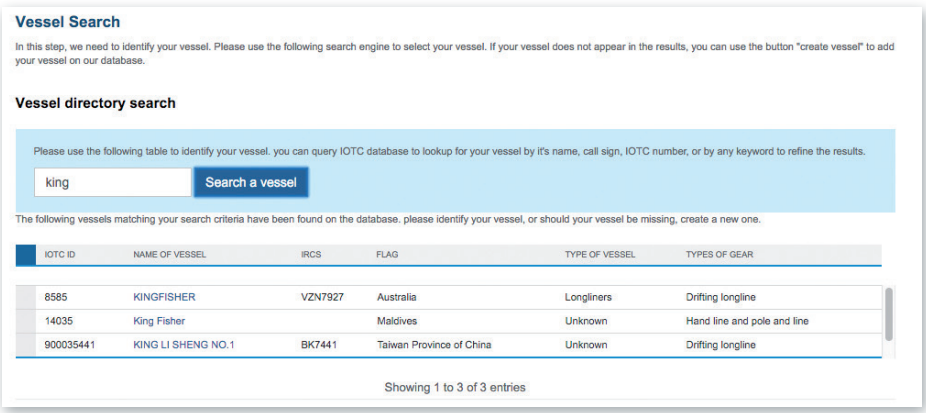



**Figure 8** *List of vessels found matching the user’s query*

- ▶ if your vessel is listed in the results, verify that the identifiers listed in the table correspond to your vessel, to be absolutely certain that it is your vessel, then, if so, simply click on its name to select it and start filling the AREP form (see 4.1.5);
- ▶ if your vessel is not listed in the results, double-check that your search term was correct and, if needed search again, using other criteria (e.g.: the vessel's call sign; IRCS); if you really can't find your vessel (e.g.: your vessel hasn't yet been registered with IOTC by its flag State or your vessel is registered with another RFMO and calling in port in the IOTC area of competence), then you will have to create it (see Section 4.1.4 below).

### 4.1.4 Creating a vessel

- To create your vessel, start by clicking on the "Create Vessel" button below the list of search results,
- You will be presented with a series of forms where you will have to enter details about your vessel.

## *Vessel identification*

**Figure 9** *Creating a new vessel: Vessel Identification form*

- Each section of the Vessel Creation form is described below.

## Name and Type

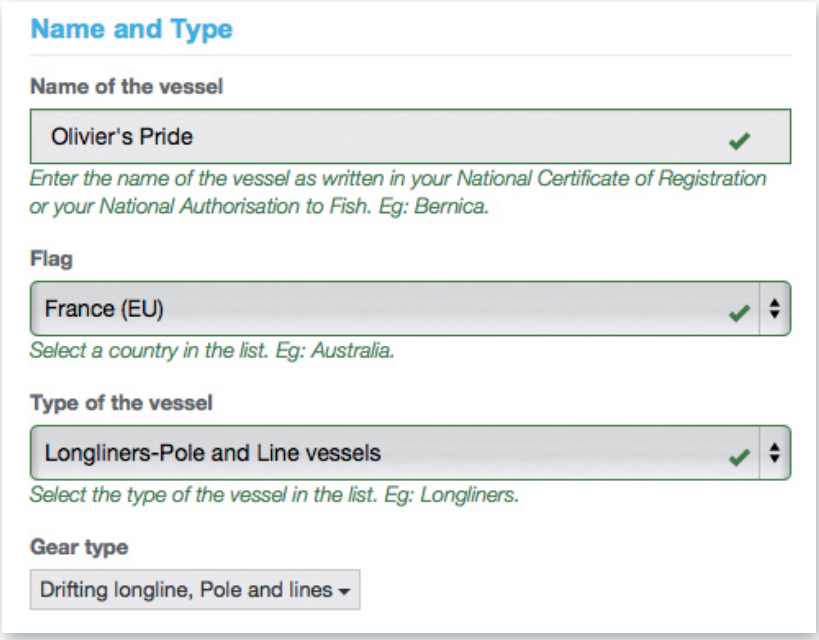



**Figure 10** *Creating a vessel: Name and Type*

- **Name of the vessel:** here, enter the name of your vessel, paying attention to the way it is spelled so as to avoid potential errors down the road.
- **Flag:** click on the menu and select the Country Flag of your vessel (where the vessel is registered).
- **Type of the vessel:** click on the menu and select the Type of your vessel.
- **Gear Type:** click on the menu and select one or more gear types used by your vessel; to close the menu, simply click outside the menu.

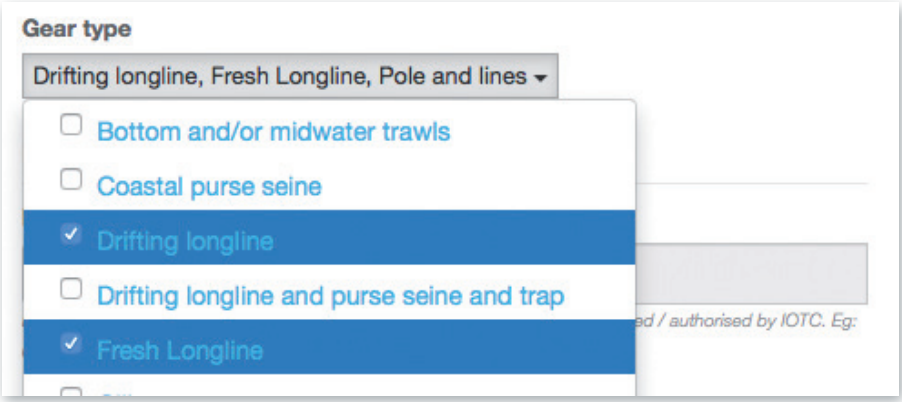



**Figure 11** *Creating a vessel: Name and Type: Gear Types*

**TIP: WHERE TO FIND THE NAME AND TYPE OF THE VESSEL**

Verify your vessel's documentation on board to find the exact name and type of the vessel: national certificate of registration and flag State authorisation to fish (ATF).

## Identification numbers

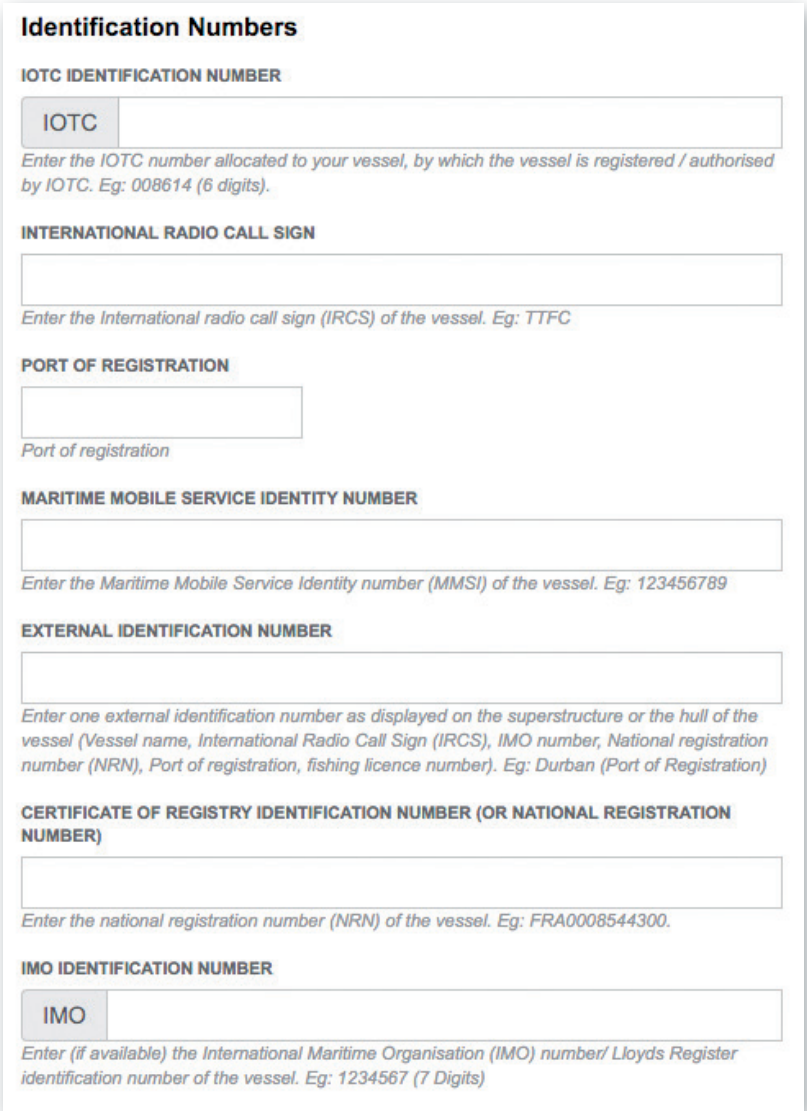



**Figure 12** *Creating a vessel: Identification numbers*

- **IOTC identification number:** you cannot enter a value here as only IOTC can assign an IOTC number to a vessel. Note that if your vessel does have an IOTC number and is not listed in the e-PSM

database (i.e. it wasn't found when searching for it), you will have to contact your Flag State to solve the issue.

- **International Radio Call Sign:** enter your vessel's International Radio Call Sign, assigned by your national licensing authority of the Flag country of the vessel.
- **Port of registration:** to select the port of registration of your vessel, start typing its name and the system will display a list of matching ports: then, simply click on the relevant port in the list.

**Figure 13** *Creating a vessel: Port of registration*

- **Maritime mobile service identity number:** enter the Maritime mobile service identity number (MMSI) of your vessel as issued by your flag State (9 digits).
- **External Identification Number:** enter one external identification number as displayed on the superstructure or the hull of your vessel (Vessel name, International Radio Call Sign, IMO number, National registration number, Port of registration, fishing licence number). External identification numbers may be displayed on the bow and/or stern and/or on both port and starboard sides of vessel superstructure or hull of the vessel.
- **Certificate of registry identification number (or national registration number):** enter the national registration number (NRN) of your vessel as issued by your flag State.
- **IMO identification number:** Enter (if available) the International Maritime Organisation (IMO) number/ Lloyds Register identification number of your vessel (7 digits).

**TIP: WHERE TO FIND THE IDENTIFIERS OF THE VESSEL?**

Verify your vessel's documentations on board to find the identifiers: national certificate of registration, Ship radio station license and safety documents.

## Vessel dimensions

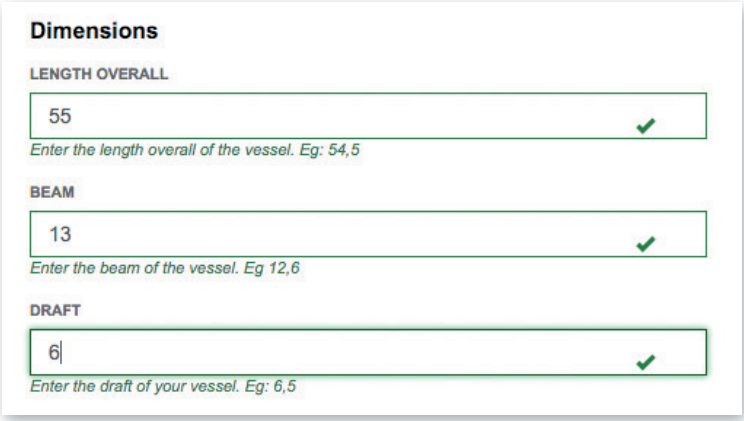



**Figure 14** *Creating a vessel: Dimensions*

Enter the relevant dimensions of your vessel in meters. Vessel dimensions are standard information required to enter most ports for berthing and the vessel must provide its length overall, beam and draft as stated on its national registration document issued by its flag State.

- **Length overall:** enter the length overall of your vessel,
- **Beam:** enter the beam of your vessel,
- **Draft:** enter the draft of your vessel.

**TIP: WHERE TO FIND THE DIMENSIONS OF THE VESSEL?**

Verify your vessel's documentations on board to find the dimensions: national certificate of registration, ship radio station license and safety documents.

**REMINDER**

The LOA (Length Overall) is the total length of vessel from aft to fore.

The beam of a vessel is its width at the widest point as measured at the vessel's nominal waterline, other term is breadth.

The draft of a vessel's hull is the vertical distance between the waterline and the bottom of the hull, with the thickness of the hull included, other term is draught.

## VMS

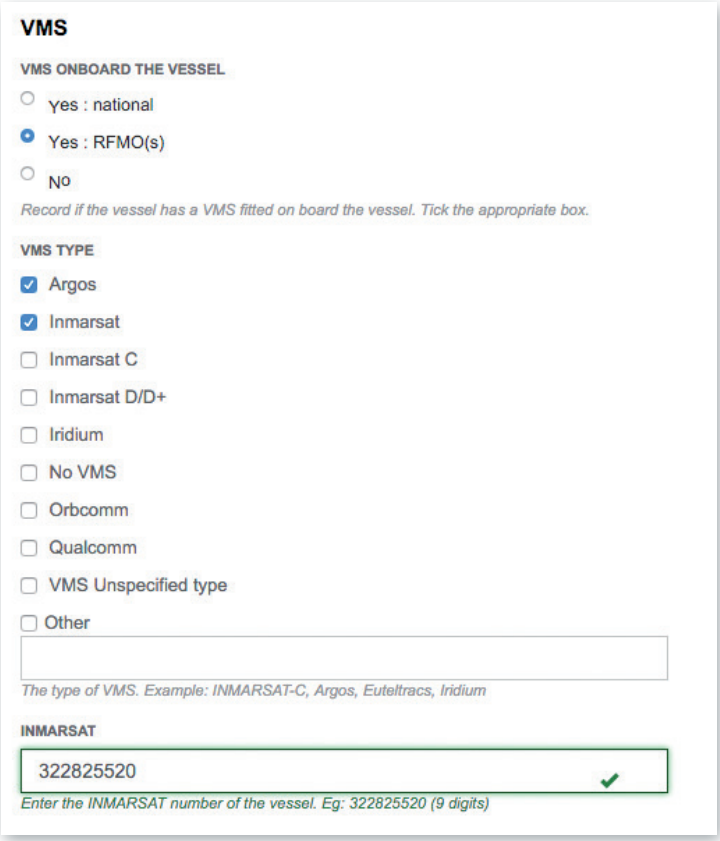



**Figure 15** *Creating a vessel: VMS (Vessel Monitoring System)*

- **VMS on board the vessel:** check the radio button to indicate whether your vessel has a National or RFMO VMS on board or does not have a VMS installed on board.
    - ▶ **VMS type:** check the box(es) corresponding to the VMS unit(s) on board your vessel. If you check “Other”, please give a short description of the VMS unit (make, model and serial number) in the field below.
- **Inmarsat:** please indicate an Inmarsat number to allow communication with your vessel (Voice or fax services number; 9 digits).

### Finalizing the creation of your vessel

- To create your vessel and proceed to the next step of the submission of your AREP, simply click the “Next Step” button at the bottom of the page.

## 4.1.5 Selecting an existing vessel

If your vessel is already in the e-PSM database, it will appear in the list of Search Results (see Figure 16).

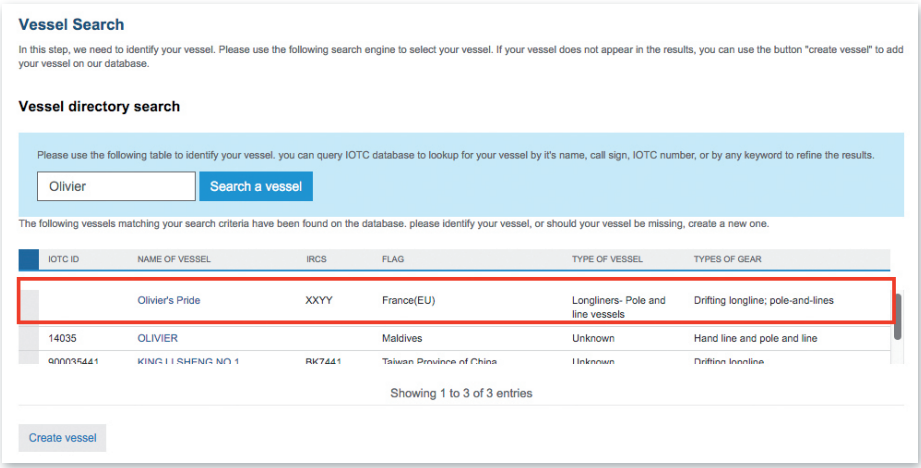



**Figure 16** *Finding your vessel using the Vessel directory search*

To select your vessel, simply click on its name and the system will display the Vessel Identification form, with the information about your vessel available in the e-PSM database already pre-filled. Please verify all the information displayed in the form before moving on to the next step. You can correct any error or complete missing information as needed, following the process laid out in Section 4.1.4 (see also Figure 9).

**Figure 17** *The Vessel Identification Form prefilled with an existing vessel's details*

Once you are satisfied with the information about your vessel, process to the next step by clicking the “Next Step” button at the bottom of the page.

### 4.1.6 Vessel Contacts

After selecting or creating a vessel, the next step is to assign Contacts to that vessel.

You will notice that the upper section of the screen now shows the details for the vessel you selected or created in the previous step.

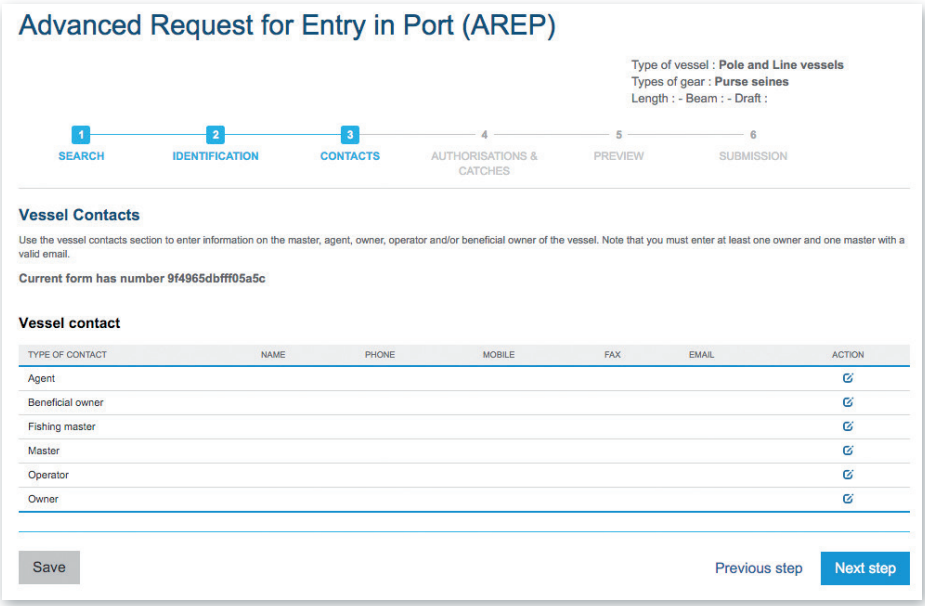



**Figure 18** *The Vessel Contacts screen*

Vessel Contacts are person(s) or company(ies) involved in the communication flow of the e-PSM application and who can be contacted for enquiries, information, etc. about the vessel.

Six types of contact can be added to the table vessel contacts: Master; fishing master, owner, operator, agent and beneficial owner.

If you have created a new vessel in the previous step, then this list will be empty and you will have to add some contacts before being able to process to the next step.

If you have selected an existing vessel and it is the first time you make an AREP through the e-PSM application, then this list will show only the owner and operator contacts (Name and address) that have been pre-loaded using the information provided by your flag State to register your vessel with IOTC. In this case, you will have to complete the information and provide the nationality, telephone, fax, email of owner and operator.

**REMINDER**

It is important to enter most of the vessel contacts the first time an AREP is processed through the e-PSM application: they are kept in the e-PSM database so that the next time you want to request entry in a port for the same vessel, there will be no need to enter them again (but only to update them, if the details of the contacts have changed).

It is crucial to provide the contact of the master and the owner to facilitate communication through the e-PSM application and to be able to identify them to establish who is legally responsible for the activities of the vessel. In any case, the application won't allow you to continue with the AREP process is those details are not provided.

### *4.1.6.1 Entering or editing a vessel contact's details*

To enter or edit details a for a contact for your vessel, click on the "Edit" icon on the line of the contact you want to add details for.

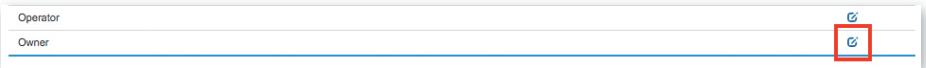



**Figure 19** *The "Edit contact details" icon*

You will be presented with the Vessel Contact form.

Just fill in the required information:

- **Type of contact:** whether the contact is the Master, Fishing master, Agent, Owner, Beneficial owner or Operator of the vessel.
- **Name:** the name of the contact (Person or company).
- **Nationality:** in the pop-up menu, select the nationality of the contact.

- **Phone, mobile and fax:** enter the relevant details, including the international/regional/local prefixes.
- **Email:** enter at a valid email for the contact.
- **Address:** enter the full address of the contact. Use the following format: Street number, Street Name, PO Box, Province, City, Country.

**TIP: PHONE, FAX NUMBERS AND EMAIL**

When entering a telephone, fax or email for a contact, please use the international format as prescribed by the International Telecommunication Union (ITU) Recommendation E.123 (02/01), available at: https://www.itu.int/rec/dologin_pub.asp?lang=e&id=T-REC-E.123-200102-I!!PDF-E&type=items

Telephone/Fax - it is desirable to write only the international number, it should be written in the form: Telephone/fax international +226071234567

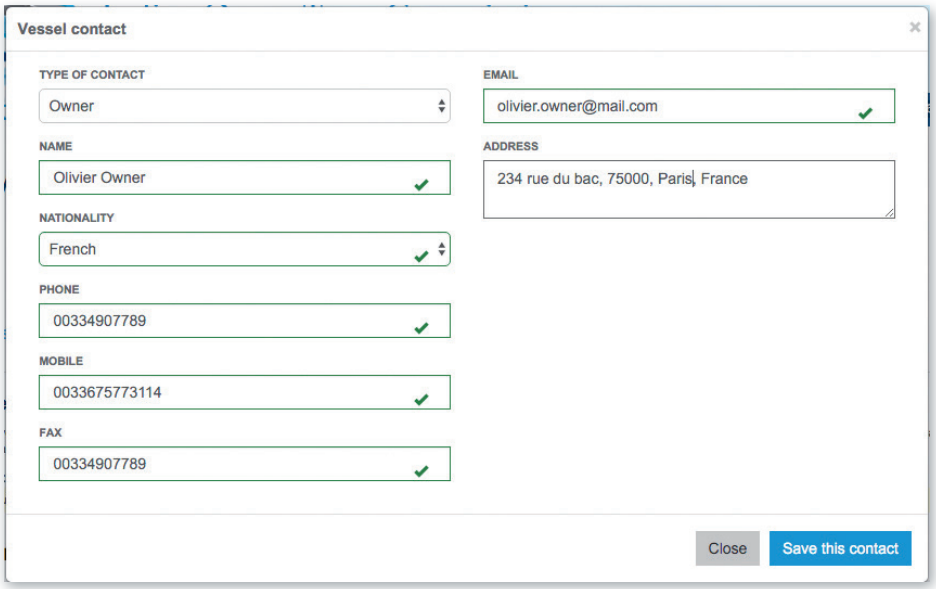



**Figure 20** *The Vessel Contact form*

When you have filled all the contact's details, click the "Save this contact" button. The new contact details will be added to the Vessel Contacts list.

#### *4.1.6.2 Validating Vessel Contacts*

When you try to go to the "Next step" in the AREP process, the system will verify whether it has the correct information on each Vessel Contact that you have selected:

- **You must at least indicate a Vessel Owner with an email address.**
- **You must at least indicate a Master with an email address.**

If the Vessel contacts you have selected do not match these criteria, the system will display an error message when you click on the "Next step" button.

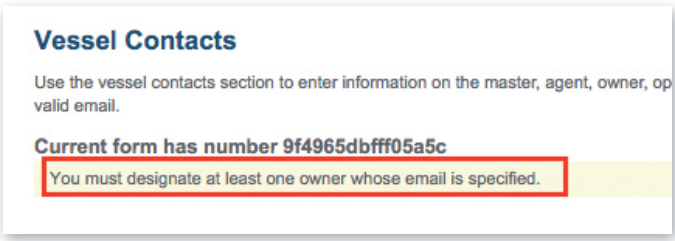



**Figure 21** *The Vessel Contacts screen showing an error message*

To fix such an issue, you can Edit the relevant contacts that match the validation criteria.

When you have assigned at least the two required contacts to a vessel, you will have to check the "Current contacts" box for the relevant contacts to confirm they are "current" and they will be the only ones who will receive email notifications about the vessel. If you don't, you will get an error message and will be prevented from moving to the next step.

Once you have finished assigning contacts to the vessel, click the "Next step" button to process to the actual AREP form.

**TIP: FORM TIMEOUT**

If you open an AREP form, for example to create a Vessel or a Contact, you must do so in a reasonable time. If your session is inactive for more than 1 hour, the system will disconnect you and you will have to start the process again.

Note that if your AREP in progress was saved, by you or automatically when clicking a “Next Step” button, you will be able to resume your AREP by using the resume code. For more details see the “Tip: Saving & Resuming an AREP” box above.

### 4.1.7 Authorisations & Catches

This is the section where you enter the information relevant to the AREP itself:

- Details about the call in port;
- Relevant fishing and transhipment authorisations;
- Transhipment information;
- Total catch on board and catch to be offloaded.

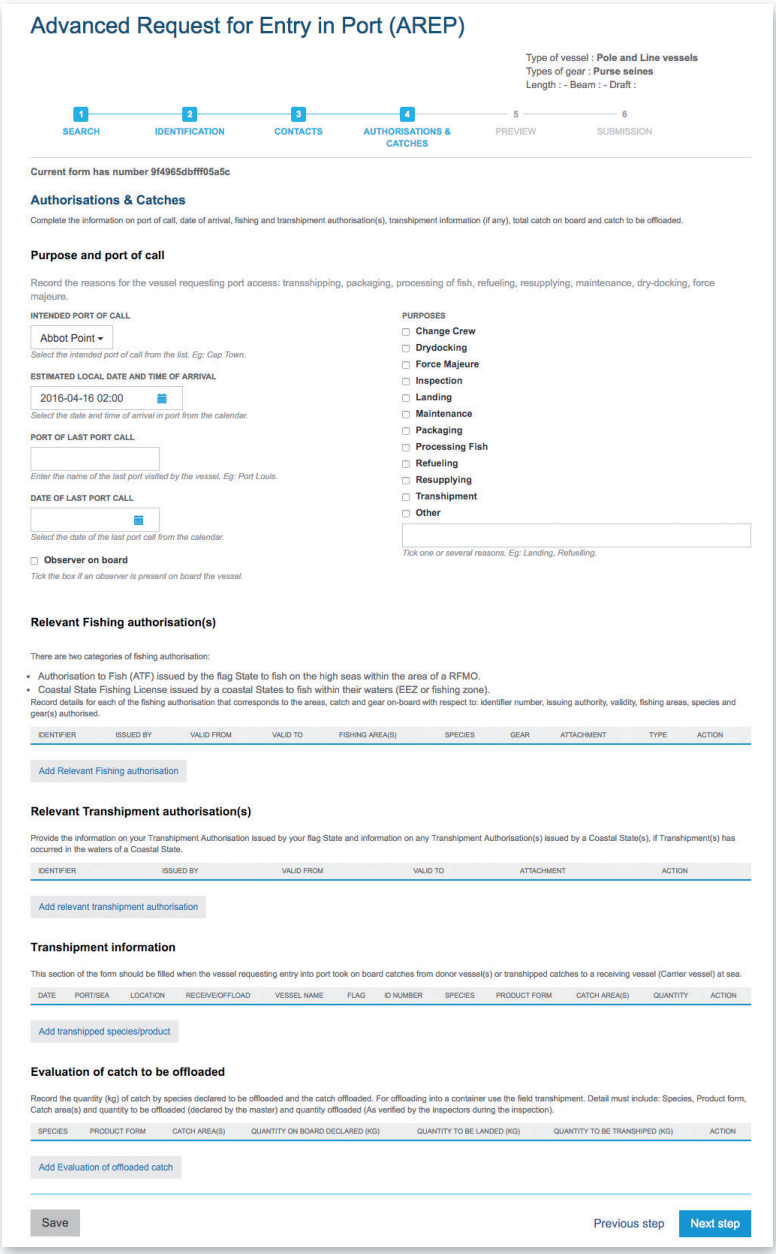



**Figure 22** *The AREP "Authorisations & Catches" form*

### 4.1.7.1 Purpose and port of call

You have to provide information about the location, date and purposes of the vessel's intended call in port.

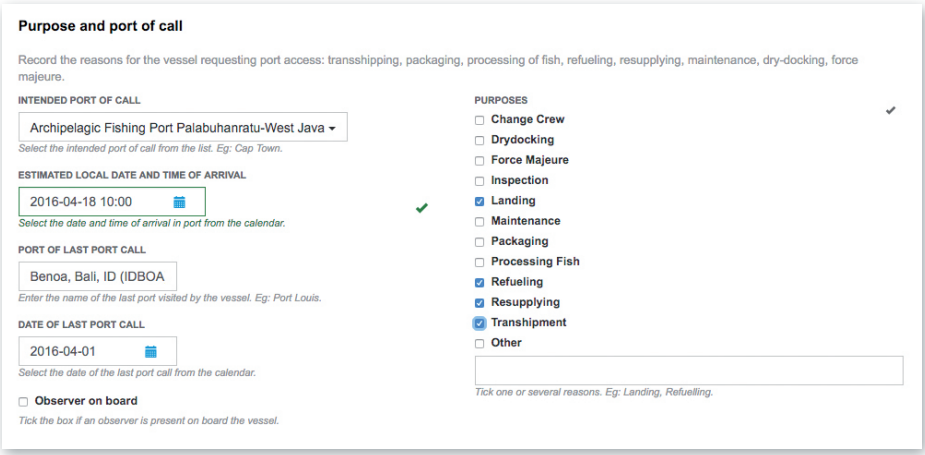



**Figure 23** *The purpose and port of call section of the Authorisations and catches AREP form*

- **Intended port of call:** to indicate the port in which the vessel intends to call, start typing the name of the port or the country in which the port is located and the menu will show you a list of matching ports: then simply click on the relevant port to select it. *Note: your vessel can only call in one of the ports that have been designated by the relevant Port State, so only designated ports are listed here.*

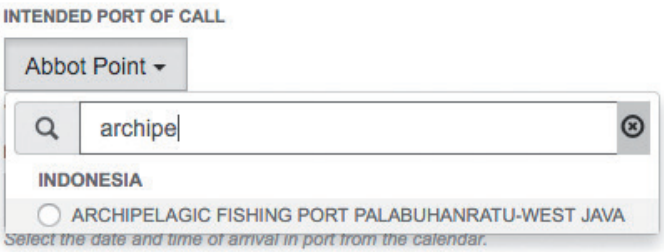



**Figure 24** *Selecting a port of call*

- **Estimated local date and time of arrival:** to indicate when your vessel should arrive in port, click in this field and select a date and time using the pop-up date picker.

**TIP: ENTERING DATES**

You can quickly enter dates and times by clicking in a Date field and typing the date/time using the following format, rather than using the date picker:

YYYY-MM-DD HH:mm

e.g.: 2015-06-01 10:00

- **Port of last port call:** to indicate where your vessel last called in port, simply start typing the port or country name and select the relevant port in the filtered list. *Note: this list includes all ports and not only designated ports, as the last call could have been outside of the IOTC Area.*

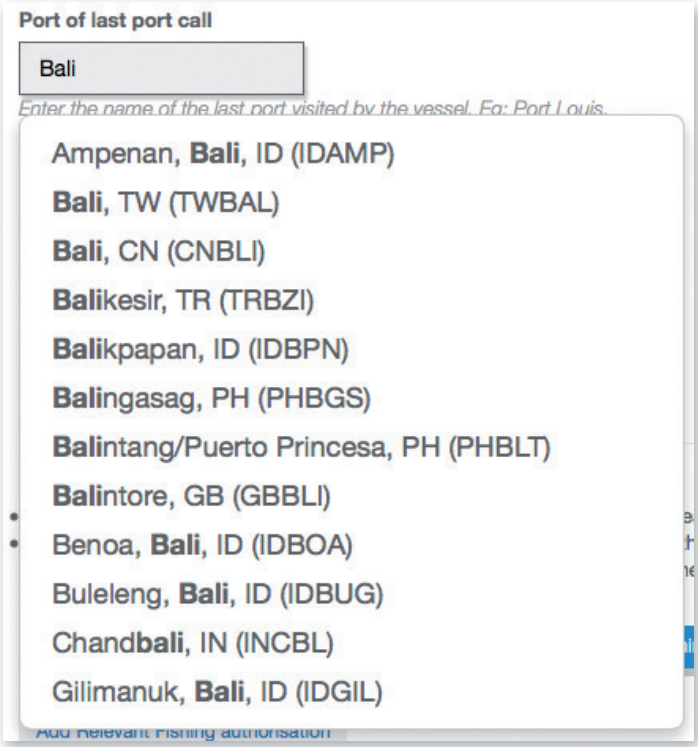



**Figure 25** *Selecting the last port of call*

- **Date of last port call:** to indicate when your vessel last called in port, click in this field and select a date and time using the pop-up date picker,
- **Purposes:** select the reasons for your vessel's upcoming port call. If you select "other", please describe the purpose in the field below,
- **Observer on board:** if your vessel has an observer on board, please check this box.

#### *4.1.7.2 Relevant Fishing Authorisation(s)*

In this section you have to provide details about the fishing authorisations that have been issued to your vessel and which are relevant to the IOTC PSM process.

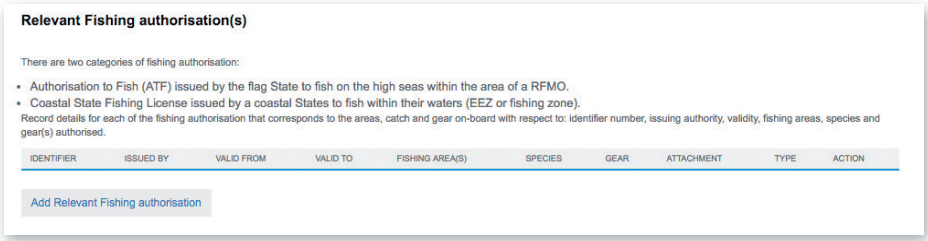



**Figure 26** *The Relevant Fishing Authorisation(s) section*

To add a fishing authorisation, click on the "Add Relevant Fishing Authorisation" button.

You will be presented with the "Relevant Fishing Authorisation(s)" creation form.

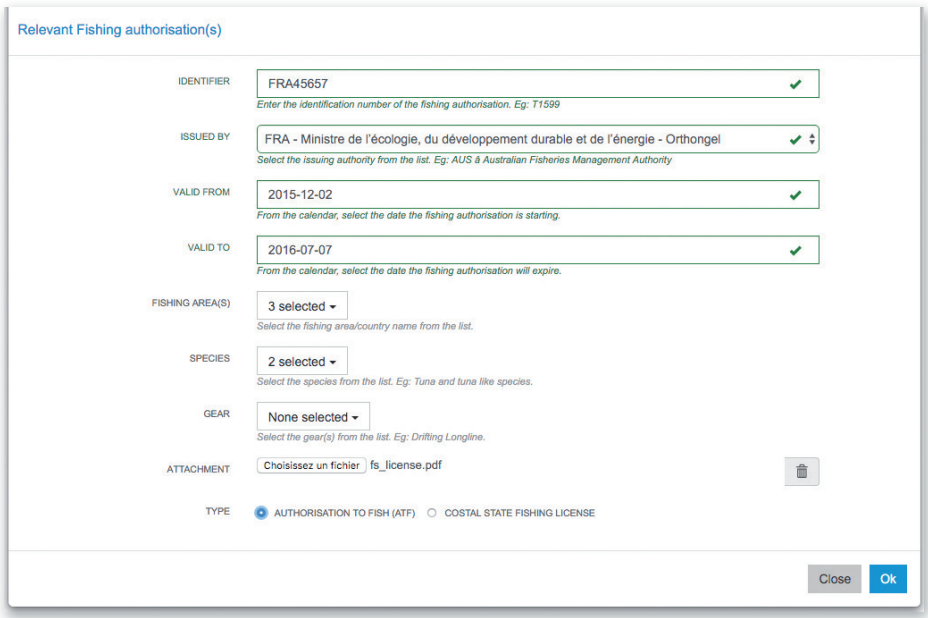



**Figure 27** *The Relevant Fishing Authorisation(s) form, filled with information*

- **Identifier**: enter the number/identifier of the fishing authorisation.
- **Issued by**: select the Issuing Authority of the fishing authorisation.
- **Valid from-valid to**: select the dates of beginning and end of validity of the fishing authorisation using the date pickers.

- **Fishing areas**: to select the fishing areas in which the vessel is authorised to fish by the fishing authorisation, check the relevant boxes then click outside of the “Fishing areas” menu to close it.

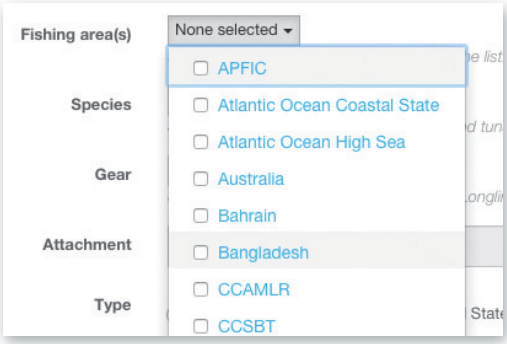



**Figure 28** *The Fishing areas selection menu*

- **Species**: to select the species which the vessel is authorised to fish by the fishing authorisation, check the relevant boxes then click outside of the “Species” menu to close it.

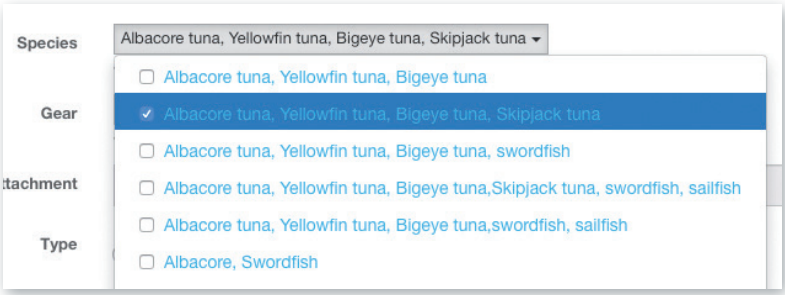



**Figure 29** *The (authorised) Species selection menu*

- **Gears**: to select the gears with which the vessel is authorised to fish by the fishing authorisation, check the relevant boxes then click outside of the “Gears” menu to close it.

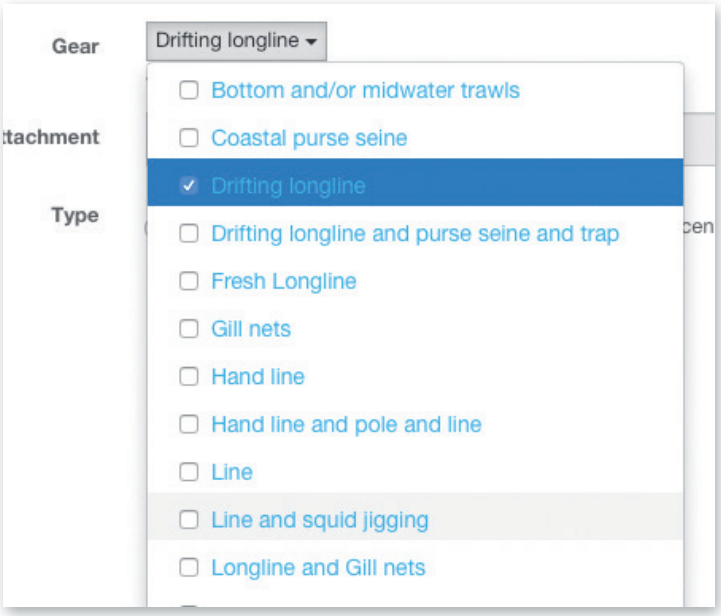
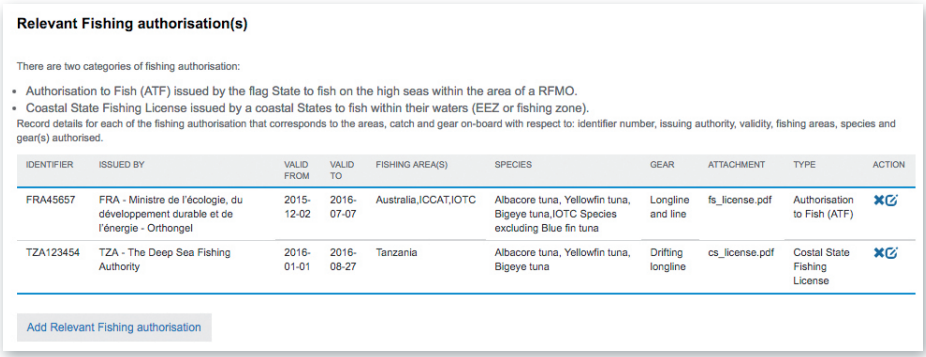



**Figure 30** *The (authorised) Gears selection menu*

- **Attachment**: please attach a scanned copy of the relevant fishing authorisation. To do this, click the "Select file" button and in the pop-up file explorer, select the relevant file and click the "Select" button (terms may vary depending on your operating system, language and web browser). Note: please make sure that the fishing authorization file you are uploading is of a reasonable size (not more than 2 Megabytes).
- **Type**: select whether this is a "Flag State Authorisation to Fish (ATF)" or a "Coastal State Fishing License".

When you have finished completing this section, click the "Ok" button to add this fishing authorisation to your vessel.

Repeat the process for each relevant fishing authorisation.



**Relevant Fishing authorisation(s)**

There are two categories of fishing authorisation:

- Authorisation to Fish (ATF) issued by the flag State to fish on the high seas within the area of a RFMO.
- Coastal State Fishing License issued by a coastal States to fish within their waters (EEZ or fishing zone).

Record details for each of the fishing authorisation that corresponds to the areas, catch and gear on-board with respect to: identifier number, issuing authority, validity, fishing areas, species and gear(s) authorised.

| IDENTIFIER | ISSUED BY | VALID FROM | VALID TO | FISHING AREA(S) | SPECIES | GEAR | ATTACHMENT | TYPE | ACTION |
|---|---|---|---|---|---|---|---|---|---|
| FRA45657 | FRA - Ministre de l'écologie, du développement durable et de l'énergie - Orthongel | 2015-12-02 | 2016-07-07 | Australia,ICCAT,IOTC | Albacore tuna, Yellowfin tuna, Bigeye tuna,IOTC Species excluding Blue fin tuna | Longline and line | fs_license.pdf | Authorisation to Fish (ATF) | |
| TZA123454 | TZA - The Deep Sea Fishing Authority | 2016-01-01 | 2016-08-27 | Tanzania | Albacore tuna, Yellowfin tuna, Bigeye tuna | Drifting longline | cs_license.pdf | Costal State Fishing License | |

Add Relevant Fishing authorisation

**Figure 31** *The Relevant Fishing Authorisation(s) section, filled with data*

*Note: you can delete a fishing authorisation that you might have added by mistake by clicking the Delete icon "✖" in the "Action" column.*

## TIP: ACTION ICONS

In a number of sections listing information you have added (contacts, catches, authorisations etc.) or details about a Vessel File, you can click on the following icons:

- ✖ will remove the entry from the list;
- will edit the entry;
- will display the relevant web page;
- will trigger the download of the relevant file;
- will open the relevant PDF;
- will display the list of documents requested in a RAI-AREP or RAI-PIR;
- will allow you to upload a document requested in a RAI (-AREP or -PIR)

### *4.1.7.2 Relevant Transhipment Authorisation(s)*

In this section you have to provide details about the Transhipment authorisations that have been issued to your vessel and which are relevant to the IOTC PSM process.

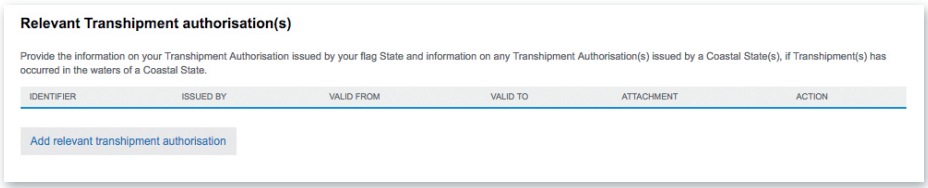



**Figure 32** *the Relevant Transhipment Authorisation(s) section*

To add an authorisation, click on the "Add Relevant Transhipment Authorisation" button.

You will be presented with the "Relevant Transhipment Authorisation(s)" creation form.

**Figure 33** *The Relevant Transhipment Authorisation(s) form, filled with information*

- **Identifier**: enter the number/identifier of the transhipment authorisation.
- **Issued by**: select the Issuing Authority of the transhipment authorisation.

- **Valid from-valid to**: select the dates of beginning and end of validity of the transhipment authorisation using the date pickers.
- **Attachment**: please attach a scanned copy of the relevant transhipment authorisation. To do this, click the "Select file" button and in the pop-up file explorer, select the relevant file and click the "Select" button (terms may vary depending on your operating system, language and web browser). Note: please make sure that the transhipment authorization file you are uploading is of a reasonable size (not more than 2 Megabytes).

When you have finished completing this section, click the "Ok" button to add this transhipment authorisation to your vessel.

Repeat the process for each relevant transhipment authorisation.

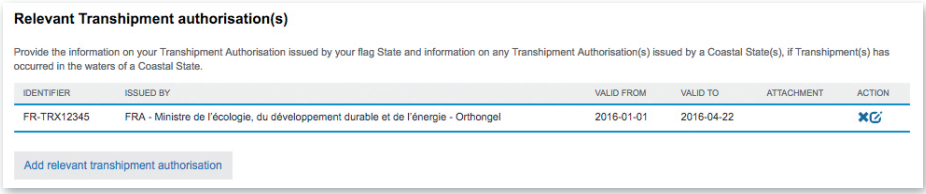



**Figure 34** *The Relevant Transhipment Authorisation(s) section, filled with data*

*Note: you can delete a transhipment authorisation that you might have added by mistake by clicking the Delete icon "✖" in the "Action" column.*

### *4.1.7.4 Transhipment Information*

This section of the form should be filled when the vessel requesting entry into port took on board catches from donor vessel(s) or transhipped catches to a receiving vessel (Carrier vessel) at sea or in previous port(s) during the last fishing trip.

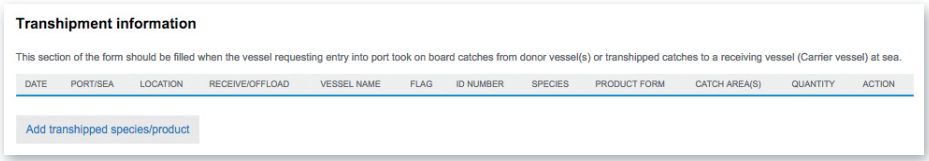



**Figure 35** *The Transhipment information section*

To add some transhipment information, click on the "Add transhipment information" button.

*Note: you must create a "Transhipment information" line for each transhipped product/species: for example, if the vessel transhipped 500 kg of whole albacore, 200 kg of headed & gutted albacore and 340 kg of filleted black marlin, then you will have to enter three "Transhipment information" lines*

You will be presented with the "transhipment information" creation form.

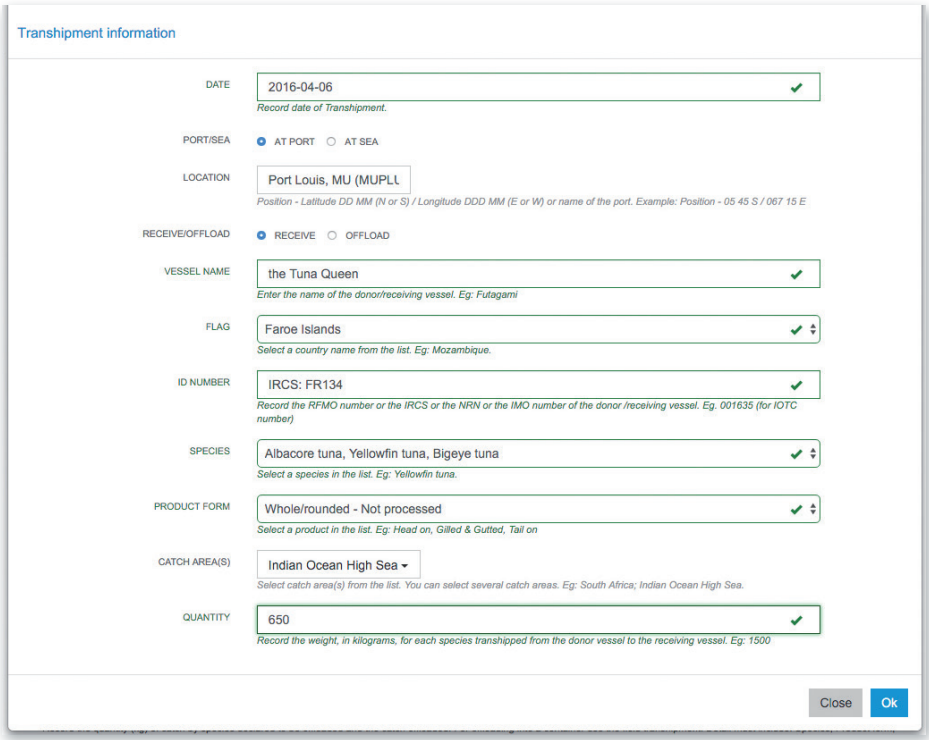



**Figure 36** *The Relevant Transhipment Authorisation(s) form, filled with information*

- **Date**: select the date of the transhipment using the date picker.
- **Port/Sea**: indicate whether the transhipment took place in port or at sea.
- **Location**:
  - ▶ if "**In port**", select the port where the transhipment took place by starting to type its name, then click on the port name;

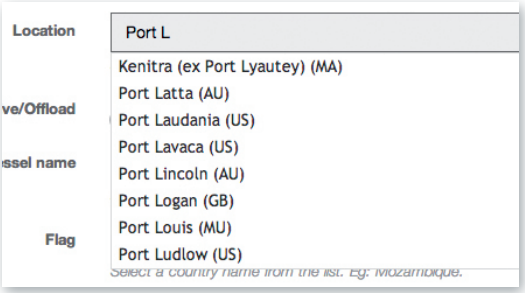



**Figure 37** *Transhipment in port: port selection*

  - ▶ if "**At sea**", enter the latitude and longitude of the transhipment location. Format: Position - Latitude DD MM (N or S) / Longitude DDD MM (E or W)

**Figure 38** *Transhipment at sea: entering latitude and longitude*

- **Receive/Offload**: check the correct box to indicate whether the vessel was donor or receiver of the transhipment.
- **Vessel name:** enter the name of the donor/receiving vessel,
- **Flag:** enter the flag State of the donor/receiving vessel,
- **ID number:** enter the RFMO identification number or the IRCS or the NRN or the IMO number of the donor/receiving vessel from which fish were received or transhipped to.

- Should the vessel not be registered with IOTC but be registered with another RFMO then record this number. Should the vessel not be registered by a RFMO, record the International Radio Call Sign (IRCS) or the National Registration Number (NRN) or the IMO number.
- **Species**: select the species that was/were transhipped (*Note: you must create a "Transhipment information" line for each transhipped product/species*).
- **Products**: select the product form of the species that was/were transhipped (*Note: you must create a "Transhipment information" line for each transhipped product/species*).
- **Catch area(s)**: select the catch area(s) in which the transhipped species/products where captured.
- **Quantity**: indicate the weight in kilograms of the species/product transhipped.

When you have finished completing this section, click the "Ok" button to add this transhipment information to your AREP.

Repeat the process for each relevant transhipment information.

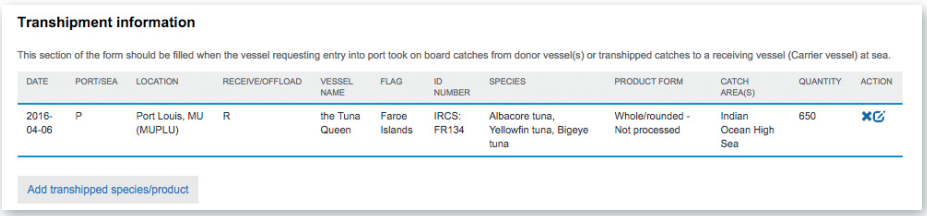



**Figure 39** *The Transhipment information section, filled with data*

*Note: you can delete a transhipment information line that you might have added by mistake by clicking the Delete icon "✖" in the "Action" column.*

### *4.1.7.5 Total catch on board and catch to be offloaded*

In this section of the form you should indicate, for each product/species, the quantities on board as well as the quantities the vessel intends to land or tranship when in port.

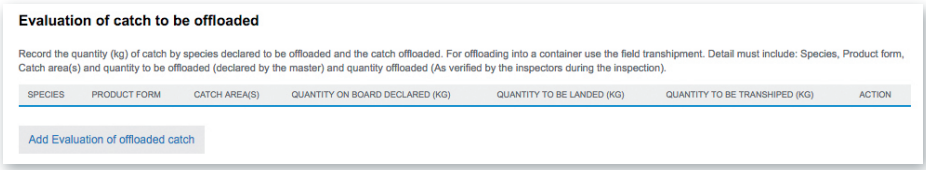



**Figure 40** *The Evaluation of catches to be offloaded section*

To add some offloading information, click on the "Add Evaluation of offloaded catch" button.

*Note: you must create an "Evaluation of offloaded catch" line for each offloaded product/species: for example, if the vessel plans to offload some whole albacore (500kg to be landed, 200kg to be transhipped), some headed & gutted albacore (200kg to be landed) and some filleted black marlin (300kg to be landed, 100kg to be transhipped), then you will have to enter three "Evaluation of offloaded catch" lines*

You will be presented with the "Evaluation of catches to be offloaded" creation form.

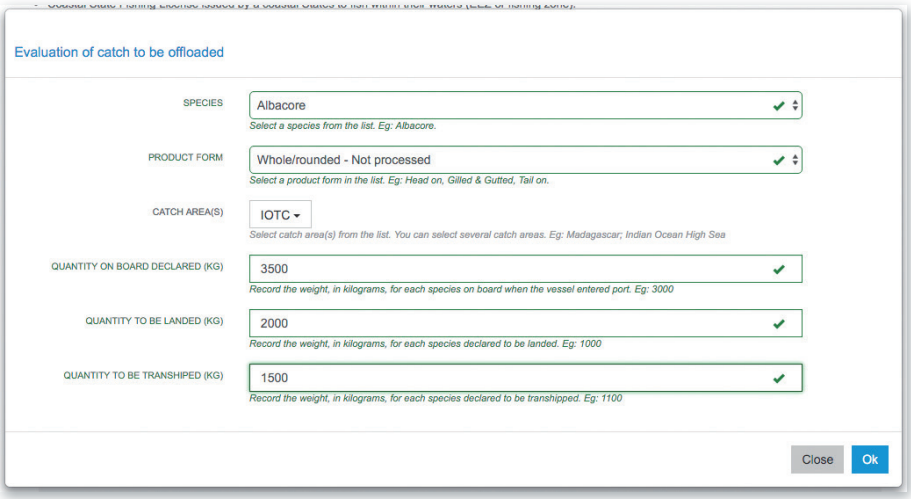


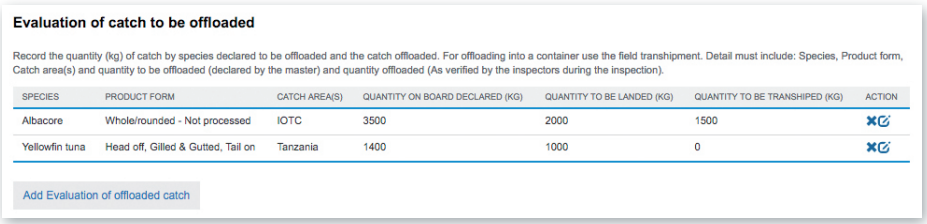

**Figure 41** *The Evaluation of catches to be offloaded form, filled with information*

- **Species**: select the species that will be landed and/or transhipped (*Note: you must create a "Evaluation of offloaded catch" line for each offloaded product/species*).

- **Product**: select product form of the species that will be landed and/or transhipped (*Note: you must create a "Evaluation of offloaded catch" line for each offloaded product/species*).
- **Catch area(s)**: select the catch area(s) in which the offloaded species/products where captured.
- **Quantity on board declared**: indicate the weight in kilograms of the species/product on board.
- **Quantity to be landed**: indicate the weight in kilograms of the species/product that will be landed.
- **Quantity to be transhipped**: indicate the weight in kilograms of the species/product that will be transhipped.

When you have finished completing this section, click the "Ok" button to add this Evaluation of offloaded catch information to your AREP.

Repeat the process for each relevant Evaluation of offloaded catch information.



**Evaluation of catch to be offloaded**

Record the quantity (kg) of catch by species declared to be offloaded and the catch offloaded. For offloading into a container use the field transhipment. Detail must include: Species, Product form, Catch area(s) and quantity to be offloaded (declared by the master) and quantity offloaded (As verified by the inspectors during the inspection).

| SPECIES | PRODUCT FORM | CATCH AREA(S) | QUANTITY ON BOARD DECLARED (KG) | QUANTITY TO BE LANDED (KG) | QUANTITY TO BE TRANSHIPED (KG) | ACTION |
|---|---|---|---|---|---|---|
| Albacore | Whole/rounded - Not processed | IOTC | 3500 | 2000 | 1500 | ✖ ✎ |
| Yellowfin tuna | Head off, Gilled & Gutted, Tail on | Tanzania | 1400 | 1000 | 0 | ✖ ✎ |

Add Evaluation of offloaded catch

**Figure 42** *The Evaluation of catches to be offloaded section, filled with data*

*Note: you can delete an Evaluation of offloaded catch information line that you might have added by mistake by clicking the Delete "✖" icon in the "Action" column.*

Once you have finished filling in the "Authorisations and Catches" sections of the AREP, click on the "Next step" button to proceed.

**TIP: GOING BACK TO A PREVIOUS AREP STEP**

If for some reason you need to go back to a previous AREP screen to change or verify some details (for example if you examine the AREP Preview and notice an error), you can do so by clicking on the "Previous step" button at the bottom of each AREP screen. You can then change or verify as needed, then click the "Next Step" button to go back to the last screen you were at.

Note that each time you click on the "Previous step" or "Next step" button, your AREP is saved.

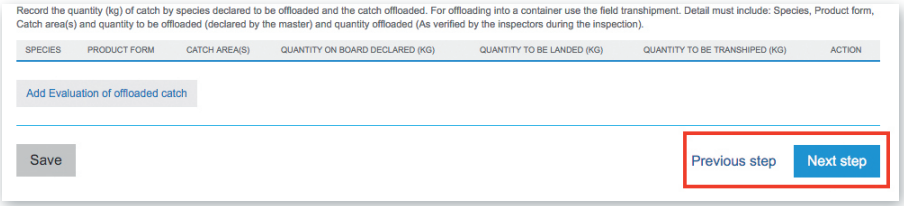



**Figure 43** *The Previous and Next step buttons*

### 4.1.8 Preview

In this section, you will be able to:

- preview the content of your AREP;
- attach any additional document, as necessary;
- select additional contacts to which you want a copy of this AREP sent by email;
- validate and submit the AREP.

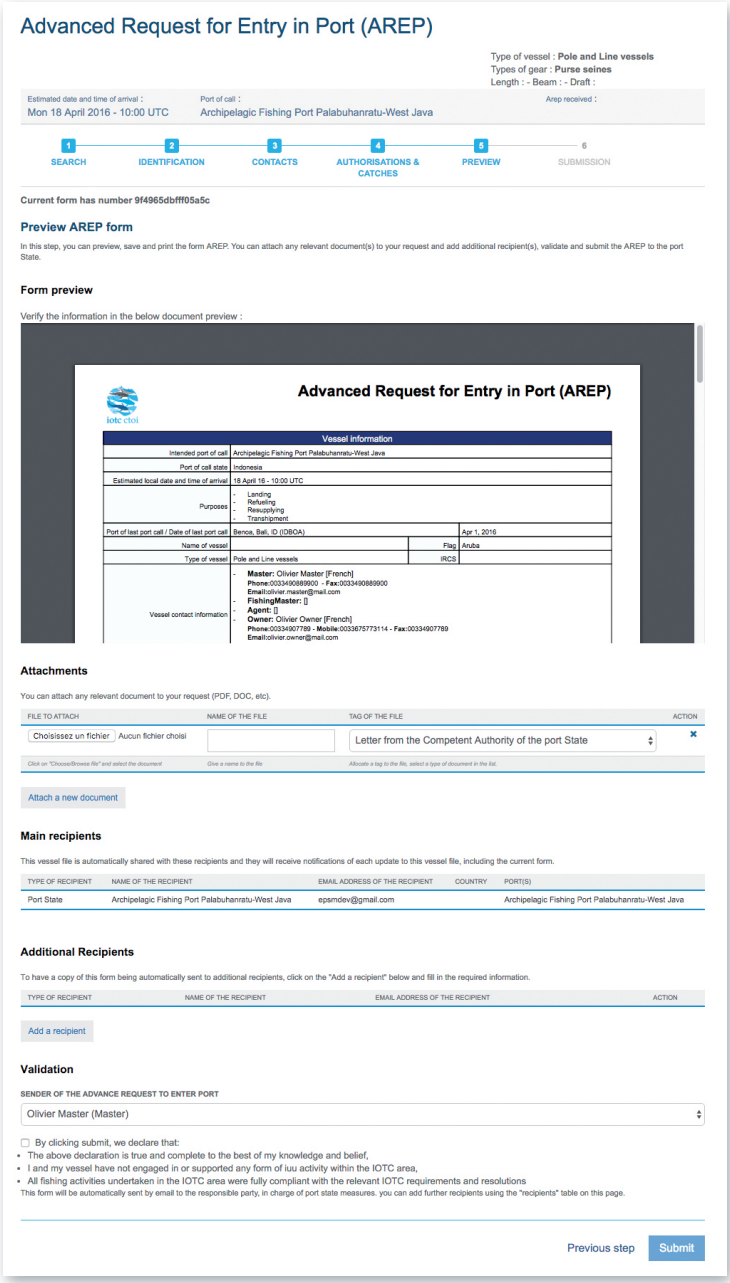



**Figure 44** *The AREP preview screen*

### 4.1.8.1 Form preview

This section shows you an exact preview of the AREP PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer and save it or print it for easier verification.

Please make sure that the information in this document are correct before submitting the AREP.

### 4.1.8.2 Attachments

Here you can attach any digital file that you consider helpful or necessary in support to your AREP submission.

For each attachment you add, please indicate the title/description of the document and choose the type of document (e.g.: VMS track, Letter from the competent authorities, Crew List…).

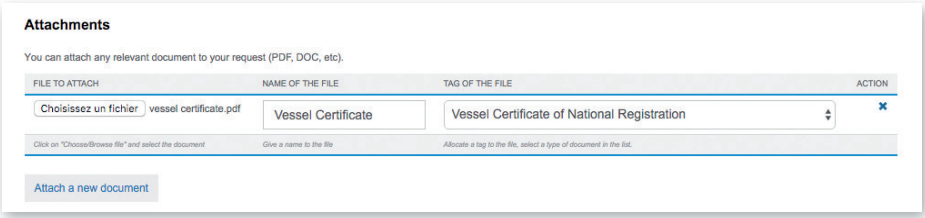



**Figure 45** *AREP preview screen: attachments*

*Please pay attention to the size of the documents you submit and avoid files more than a 2 Megabytes.*

**TIP: WHAT DOCUMENTS CAN BE ATTACHED TO AN AREP?**

When you complete a request to enter port, at the step 5 of the form AREP you can attach documentation requested to be submitted with an AREP.

It is in general recommended to attach to the AREP the documents listed below:

- Authorisation to fish or fishing license issued by the flag State;
- Fishing licenses issued by Coastal States;
- Transhipment authorisations;
- Previous transhipment declarations;
- Certificate of registration of the vessel;
- Fishing logbook corresponding to your last fishing trip;
- Crew list;
- Well or hold plan.

#### *4.1.8.3 Main Recipients*

By default, the AREP *and all the following e-PSM forms and correspondence* is automatically sent by email to:

- the Vessel Representative, who is the Vessel Contact that is defined as the "Sender of the advance request to enter port" (see 4.1.8.5 below);
- the Competent Authority of the Port State,
- the Competent Authority of the Flag State.

#### *4.1.8.4 Additional Recipients*

If you wish so, you can add additional recipients to which the AREP *and only the AREP* will be sent by email:

- to add other additional recipients, simply click on the "Add a recipient" button, select the type of recipient (e.g.: Customs, Flags State, Port Authority…), enter the name of the recipient then enter a valid email address for the recipient;
- to remove a recipient, click on the little blue "✖" in the "Action" column.

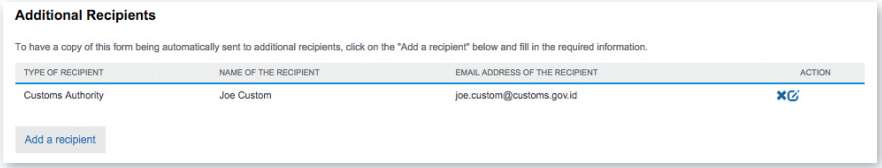



**Figure 46** *AREP preview: additional recipients*

**TIP: WHO CAN I ADD AS ADDITIONAL RECIPIENTS OF AN AREP?**

The IOTC Resolution 10/11 (Paragraph 4) requests Port States to integrate and coordinate at national level the implementation of Port State Measures with the broader system of Port State Controls and exchange information among relevant national agencies.

It is recommended to copy other national agencies that have jurisdiction in port to inform them that a request to enter port has been submitted to the fisheries competent authority..

- The national agencies you can add as recipients are: Customs Authority, Port Authority, Veterinary Authority, Immigration Authority, Maritime Authority, Fisheries Authority, Maritime Police, National Police, Ministry (National), Directorate (National), Department (National), National Coast Guard, Defence/Military Authority, Navy/Military Authority, Sanitary Authority.

#### *4.1.8.5 Validation*

The final step is to validate and submit the AREP:

- Select which of the Current Vessels Contacts is the "Sender of the Advance Request to Enter Port", i.e. the main Vessel Representative: this contact will receive a copy of the AREP and will also receive the RAI-AREP, if any, as well as the Notification to Fishing Vessels (NFV) with the decision to grant or deny access to port and all subsequent forms. Ideally, that would be the person submitting the AREP and dealing with the whole process (you),
- Read the disclaimer below and confirm that you agree by checking the box,
- Click the "Submit" button to send the AREP.

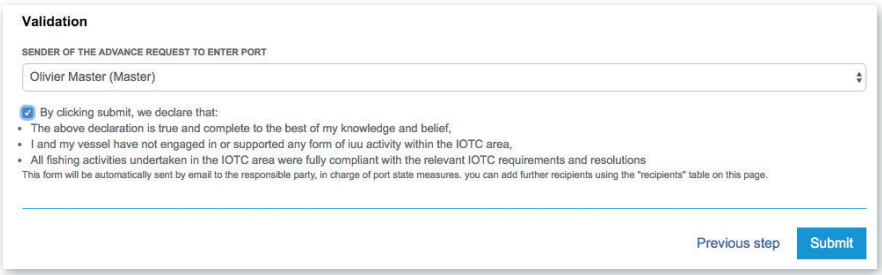



**Figure 47** *AREP preview: Validation*

### 4.1.9 AREP submission

Once you click the "Submit" button, you arrive at the end of the AREP submission process:

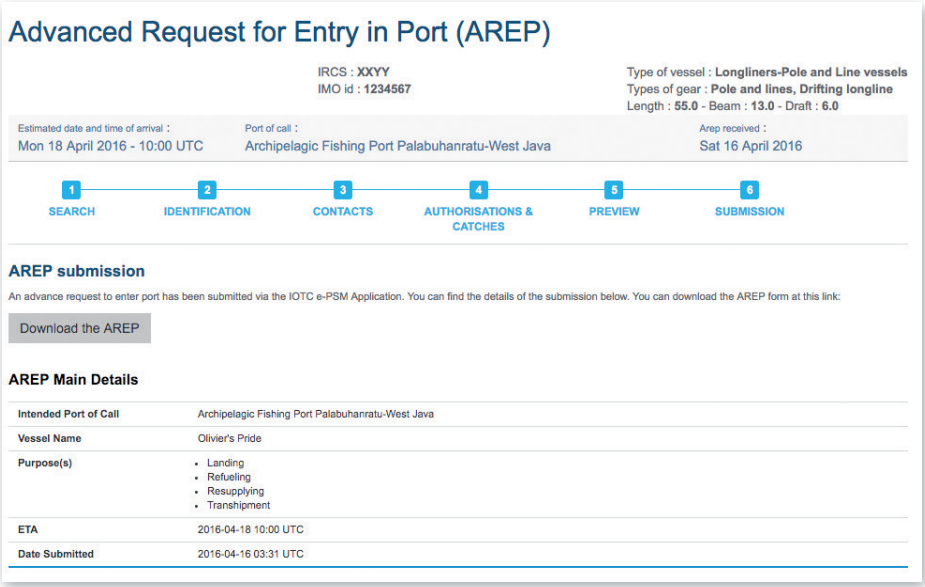
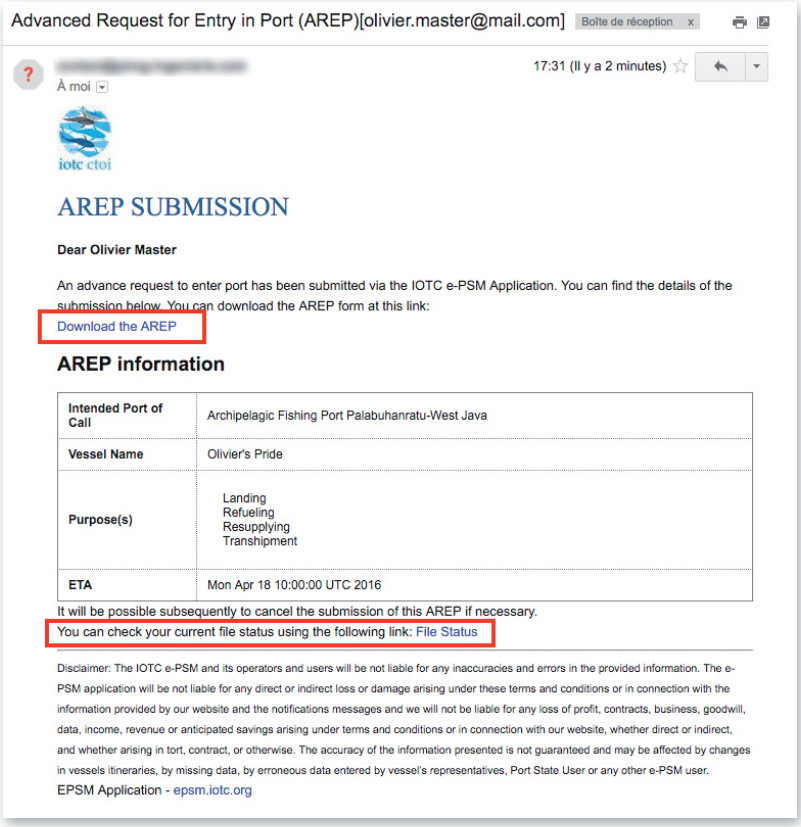



**Figure 48** *AREP submission: summary*

- You are presented with a short summary of your AREP submission and a link to download the final copy of the AREP,
- An email with the same information will promptly be sent to the various contacts, which also gives you a link to check your AREP/ Vessel File status,



Advanced Request for Entry in Port (AREP)[olivier.master@mail.com] Boîte de réception x

17:31 (Il y a 2 minutes)

À moi

iotc ctoi

AREP SUBMISSION

**Dear Olivier Master**

An advance request to enter port has been submitted via the IOTC e-PSM Application. You can find the details of the submission below. You can download the AREP form at this link:

Download the AREP

**AREP information**

| | |
|---|---|
| **Intended Port of Call** | Archipelagic Fishing Port Palabuhanratu-West Java |
| **Vessel Name** | Olivier's Pride |
| **Purpose(s)** | Landing<br>Refueling<br>Resupplying<br>Transhipment |
| **ETA** | Mon Apr 18 10:00:00 UTC 2016 |

It will be possible subsequently to cancel the submission of this AREP if necessary.

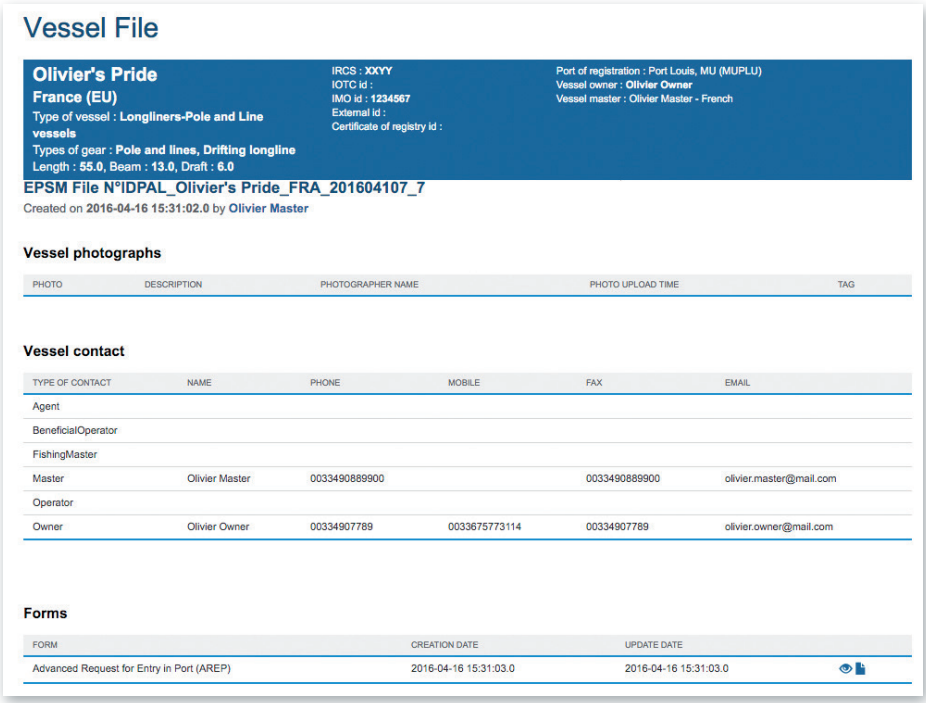
You can check your current file status using the following link: File Status

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.

EPSM Application - epsm.iotc.org

**Figure 49** *The AREP submission notification email*

- The AREP will be notified to the relevant Port State Competent Authority and to the various Additional recipients you might have added.



Vessel File

**Olivier's Pride**
**France (EU)**
Type of vessel : **Longliners-Pole and Line vessels**
Types of gear : **Pole and lines, Drifting longline**
Length : **55.0**, Beam : **13.0**, Draft : **6.0**

IRCS : **XXYY**
IOTC id :
IMO id : **1234567**
External id :
Certificate of registry id :

Port of registration : Port Louis, MU (MUPLU)
Vessel owner : **Olivier Owner**
Vessel master : Olivier Master - French

**EPSM File N°IDPAL_Olivier's Pride_FRA_201604107_7**
Created on **2016-04-16 15:31:02.0** by **Olivier Master**

**Vessel photographs**

| PHOTO | DESCRIPTION | PHOTOGRAPHER NAME | PHOTO UPLOAD TIME | TAG |
|---|---|---|---|---|

**Vessel contact**

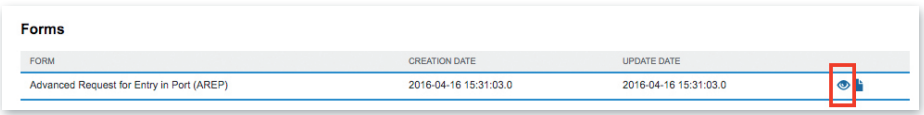
| TYPE OF CONTACT | NAME | PHONE | MOBILE | FAX | EMAIL |
|---|---|---|---|---|---|
| Agent | | | | | |
| BeneficialOperator | | | | | |
| FishingMaster | | | | | |
| Master | Olivier Master | 0033490889900 | | 0033490889900 | olivier.master@mail.com |
| Operator | | | | | |
| Owner | Olivier Owner | 00334907789 | 0033675773114 | 00334907789 | olivier.owner@mail.com |

**Forms**

| FORM | CREATION DATE | UPDATE DATE | |
|---|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-16 15:31:03.0 | 2016-04-16 15:31:03.0 | |

**Figure 50** *The Vessel File status screen showing the vessel's details and contacts and the various forms that have been exchanged*

You can view details about the submitted AREP by clicking on the "View" icon.



**Forms**

| FORM | CREATION DATE | UPDATE DATE | |
|---|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-16 15:31:03.0 | 2016-04-16 15:31:03.0 | |

**Figure 51** *The Vessel File status screen showing the submitted AREP and its view icon.*

The Vessel file form information screen allows you to download a PDF version of the AREP, as well as any additional attachment that you submitted along your AREP.

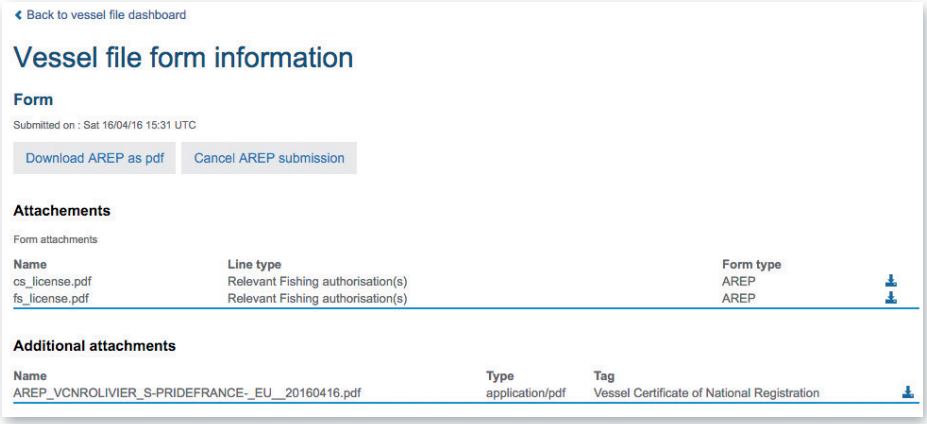



**Figure 52** *The Vessel File form information screen showing the submitted AREP and its attachments.*

From that screen, you can also cancel the AREP (see below).

You can now safely close the browser window and wait to be notified by email by the Port State Competent Authority:

- through a Request for Additional Information following an AREP (RAI-AREP), to which you will have to reply;
- through a Notification to a Fishing Vessel (NFV) granting or denying access to the port.

### 4.1.10 Cancelling an AREP

If for some reason you need to cancel the AREP, for example because you decided that your vessel is not going to call in the port indicated in the AREP, you can do so, *up to to 24 hours before the ETA indicated in the AREP*.

To cancel an AREP that you submitted, open the Vessel File page in your browser (the link is provided in the AREP submission email that you received), then click on the “View” icon for the relevant AREP.

You will then be shown the Vessel file form information screen, which offers a “Cancel AREP submission” button.

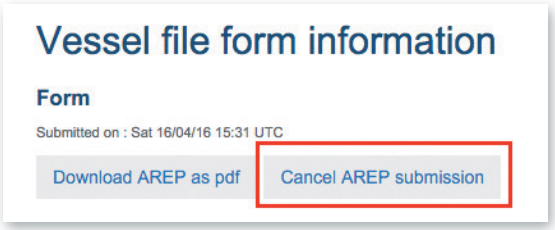



**Figure 53** *The Cancel AREP submission button.*

To cancel the AREP, click that button and a dialog will be displayed, asking you to confirm you really want to cancel the AREP. If you click "Yes, cancel this AREP", then the AREP will be cancelled and the Recipients indicated when the AREP was submitted will be notified.

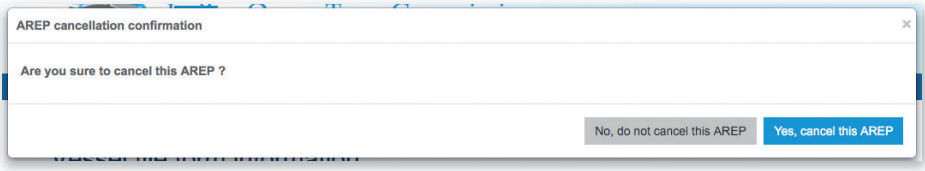



**Figure 54** *The Cancel AREP confirmation dialog.*

**REMINDER**

A vessel cannot enter a port without having submitted an AREP and any additional documents (as required by the Competent Authority of the port State).

So, if you cancel an AREP, you will not be allowed to call in the port indicated in that AREP unless you submit a new AREP.

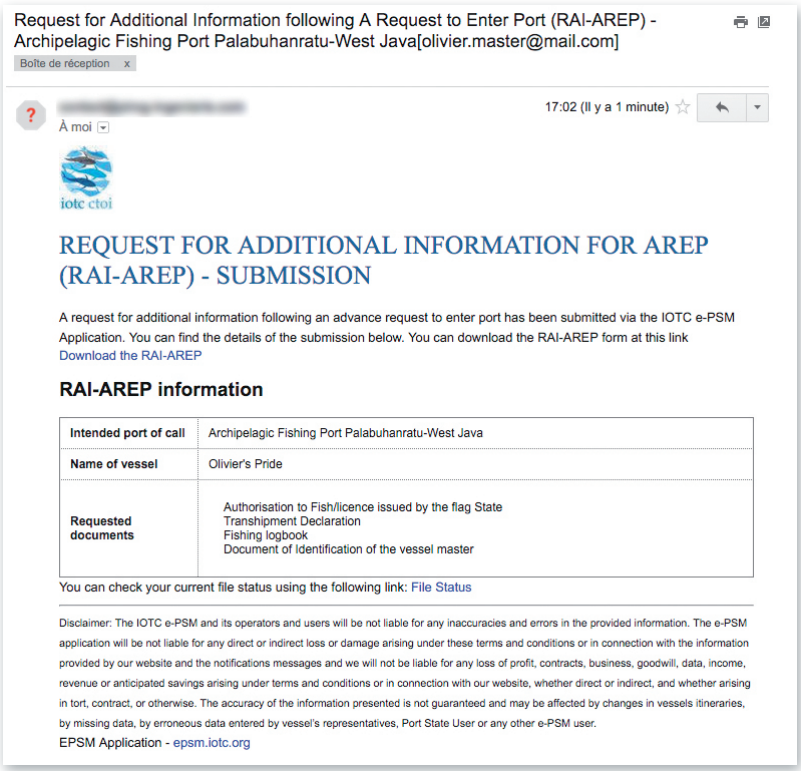
## 4.2 Receiving a RAI-AREP and replying

If the Competent Authority of the port in which your vessel intends to call requires additional information regarding the AREP that you submitted, it will send you a Request for Additional Information following an AREP (RAI-AREP).

The list of additional information that the PSCA might request includes:

- Fishing licence issued by a Coastal State;
- Flag State Authorisation to Fish (ATF);
- Transhipment declaration;
- Fishing logbook (covering a given period);
- Vessel Certificate of National Registration;
- IOTC Transhipment declaration;
- VMS track (covering a given period);
- Identification document of the Vessel Master;
- Any other information/document, as needed.

You will be notified by an email sent to the contact address you indicated when filling the AREP. This email contains:



Request for Additional Information following A Request to Enter Port (RAI-AREP) - Archipelagic Fishing Port Palabuhanratu-West Java[olivier.master@mail.com]

Boîte de réception x

17:02 (Il y a 1 minute)

À moi

iotc ctoi

REQUEST FOR ADDITIONAL INFORMATION FOR AREP (RAI-AREP) - SUBMISSION

A request for additional information following an advance request to enter port has been submitted via the IOTC e-PSM Application. You can find the details of the submission below. You can download the RAI-AREP form at this link Download the RAI-AREP

**RAI-AREP information**

| | |
|---|---|
| **Intended port of call** | Archipelagic Fishing Port Palabuhanratu-West Java |
| **Name of vessel** | Olivier's Pride |
| **Requested documents** | Authorisation to Fish/licence issued by the flag State<br>Transhipment Declaration<br>Fishing logbook<br>Document of Identification of the vessel master |

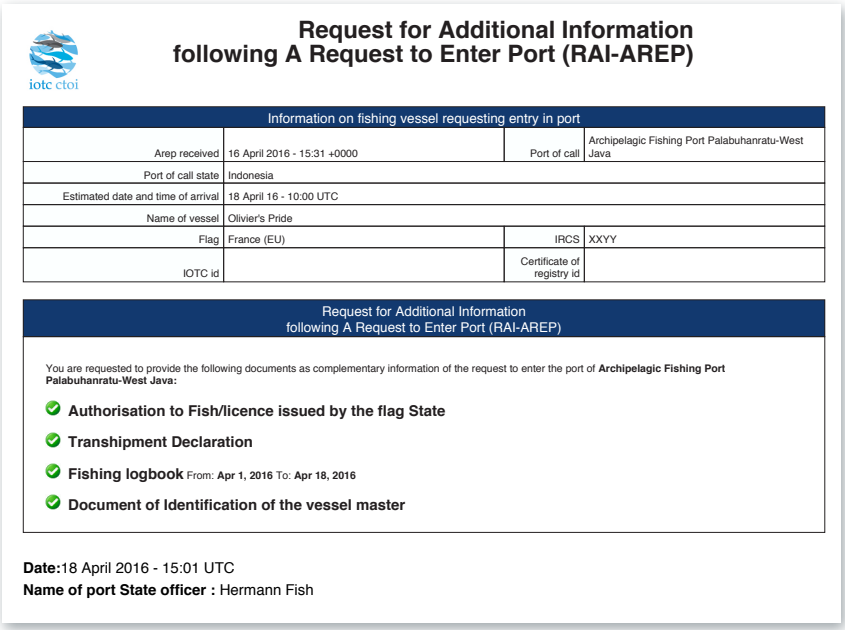
You can check your current file status using the following link: File Status

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.

EPSM Application - epsm.iotc.org

**Figure 55** *A RAI-AREP notification email*

- the list of documents/information requested by the PSCA;
- a link to download a PDF copy of the RAI-AREP with details on what additional information is required;



iotc ctoi

**Request for Additional Information following A Request to Enter Port (RAI-AREP)**

| Information on fishing vessel requesting entry in port | | | |
|---|---|---|---|
| Arep received | 16 April 2016 - 15:31 +0000 | Port of call | Archipelagic Fishing Port Palabuhanratu-West Java |
| Port of call state | Indonesia | | |
| Estimated date and time of arrival | 18 April 16 - 10:00 UTC | | |
| Name of vessel | Olivier's Pride | | |
| Flag | France (EU) | IRCS | XXYY |
| IOTC id | | Certificate of registry id | |

**Request for Additional Information following A Request to Enter Port (RAI-AREP)**

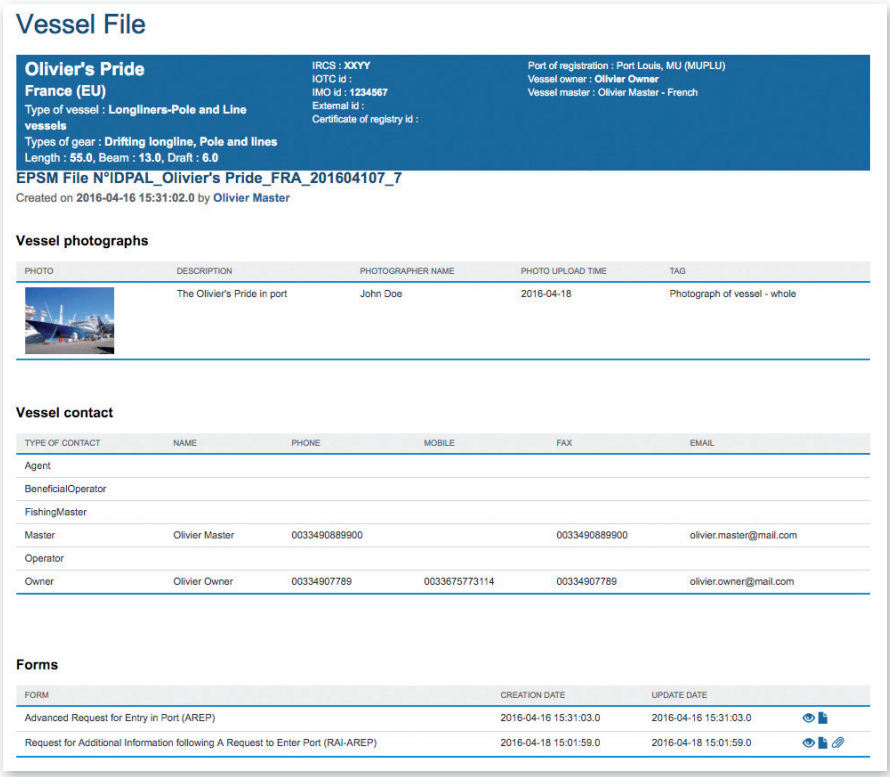
You are requested to provide the following documents as complementary information of the request to enter the port of **Archipelagic Fishing Port Palabuhanratu-West Java:**

- **Authorisation to Fish/licence issued by the flag State**
- **Transhipment Declaration**
- **Fishing logbook** From: **Apr 1, 2016** To: **Apr 18, 2016**
- **Document of Identification of the vessel master**

**Date:**18 April 2016 - 15:01 UTC
**Name of port State officer :** Hermann Fish

**Figure 56** *A RAI-AREP PDF document*

- a link to access directly a web page in the e-PSM application where you can consult the status of your current vessel file, with access to all previously submitted forms or notifications, including the RAI-AREP.



Vessel File

**Olivier's Pride**
**France (EU)**
Type of vessel : **Longliners-Pole and Line vessels**
Types of gear : **Drifting longline, Pole and lines**
Length : **55.0**, Beam : **13.0**, Draft : **6.0**

IRCS : **XXYY**
IOTC id :
IMO id : **1234567**
External id :
Certificate of registry id :

Port of registration : Port Louis, MU (MUPLU)
Vessel owner : **Olivier Owner**
Vessel master : Olivier Master - French

**EPSM File N°IDPAL_Olivier's Pride_FRA_201604107_7**
Created on **2016-04-16 15:31:02.0** by **Olivier Master**

**Vessel photographs**

| PHOTO | DESCRIPTION | PHOTOGRAPHER NAME | PHOTO UPLOAD TIME | TAG |
|---|---|---|---|---|
| | The Olivier's Pride in port | John Doe | 2016-04-18 | Photograph of vessel - whole |

**Vessel contact**

| TYPE OF CONTACT | NAME | PHONE | MOBILE | FAX | EMAIL |
|---|---|---|---|---|---|
| Agent | | | | | |
| BeneficialOperator | | | | | |
| FishingMaster | | | | | |
| Master | Olivier Master | 0033490889900 | | 0033490889900 | olivier.master@mail.com |
| Operator | | | | | |
| Owner | Olivier Owner | 00334907789 | 0033675773114 | 00334907789 | olivier.owner@mail.com |

**Forms**

| FORM | CREATION DATE | UPDATE DATE |
|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-16 15:31:03.0 | 2016-04-16 15:31:03.0 |
| Request for Additional Information following A Request to Enter Port (RAI-AREP) | 2016-04-18 15:01:59.0 | 2016-04-18 15:01:59.0 |

**Figure 57** *The Vessel File status page showing that there is a RAI-AREP awaiting response*

On the Vessel File status page, a RAI-AREP awaiting response will be shown with an Attachments icon (). To see the list of requested documents and upload the relevant files, click on the Attachments icon ().

Note that on this page you can also download all the forms that have been submitted or sent under the current Vessel File: simply click on the Document icon () to download the relevant PDF.

**Figure 58** *The RAI-AREP Requested document screen on the Vessel File status page*

To upload the requested documents, click on the Upload icon (⬆) in the "Action" column to open the Document Upload dialog:

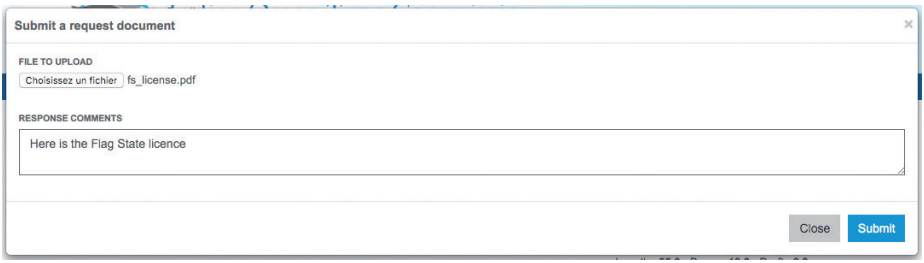



**Figure 59** *The RAI-AREP Document Upload dialog*

- Click the "Select file" button and in the pop-up file explorer, select the relevant file and click the "Select" button (terms may vary depending on your operating system, language and web browser). Note: please make sure that the file you are uploading is of a reasonable size (not more than 2 Megabytes).
- Enter any relevant comment or remark in the "Response comment" field, as needed.
- Click the "Submit" button.

- You will then be returned to the Vessel File status page where each Requested Document for which you uploaded a file will be marked with a Document icon ( ).

**Figure 60** *The RAI-AREP Requested document screen showing an uploaded document*

- If you made a mistake and uploaded the wrong file, simply click on the Upload icon ( ) again to replace the previous file with a new one.

*Note that as soon as you click the "Submit" button, the file will be uploaded to the e-PSM application.*

Once you have uploaded all the relevant documents, click the "Notify update to parties" button and an email will be sent to the relevant recipients to notify them that the RAI-AREP has been answered.

**REMINDER**

Do not forget to click the "Notify update to parties" button, so that the parties, and especially the Port State Competent Authority will not be notified that you have answered the RAI-AREP and your entry to port could be delayed or even denied.

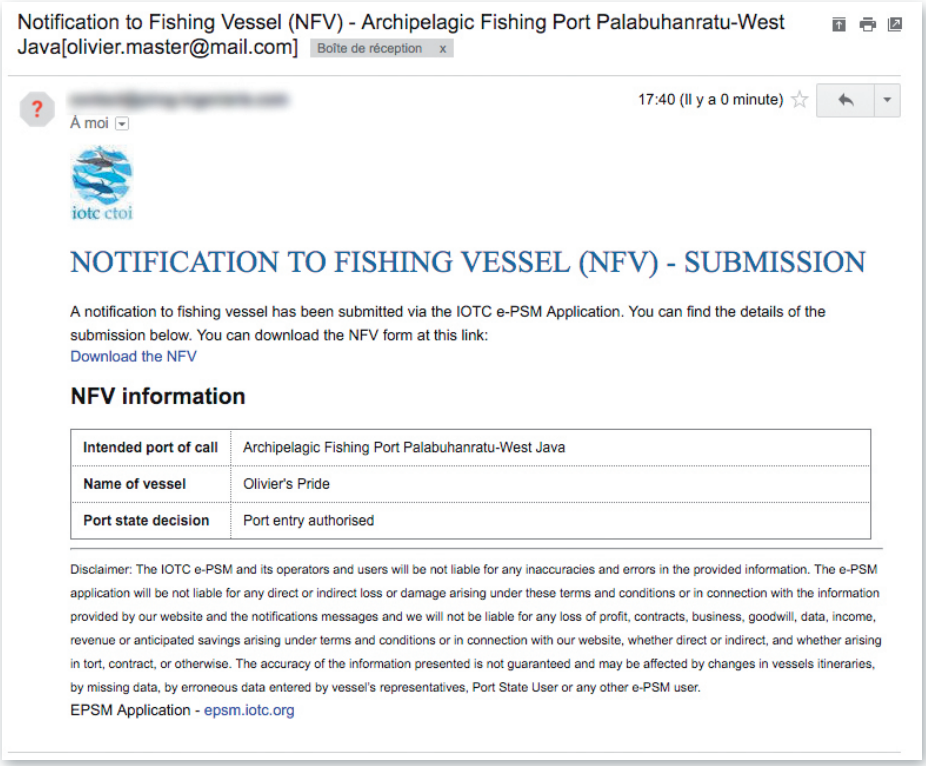
After that, you can safely close your browser window and wait for the PSCA feedback:

- if the PSCA requires more details, you will receive a new RAI-AREP notification;
- if the PSCA has all the information required to take a decision regarding your AREP, you will receive a Notification to a Fishing Vessel (NFV).

## 4.3 Receiving a Notification to a Fishing Vessel

Once the PSCA has all the information required to take a decision regarding your AREP, you will receive a Notification to a Fishing Vessel (NFV), which can indicate:

- Port entry authorised: the vessel can enter port;
- Port entry authorised but use of port facilities denied until completion of a port inspection and clearance by the competent authority: once in port your vessel will undergo a Port Inspection and the PSCA will then produce a Port Inspection Report (see section 5 below);
- Port entry denied: the vessel cannot enter port.



Notification to Fishing Vessel (NFV) - Archipelagic Fishing Port Palabuhanratu-West Java[olivier.master@mail.com] Boîte de réception x

17:40 (Il y a 0 minute)

À moi

iotc ctoi

NOTIFICATION TO FISHING VESSEL (NFV) - SUBMISSION

A notification to fishing vessel has been submitted via the IOTC e-PSM Application. You can find the details of the submission below. You can download the NFV form at this link:
Download the NFV

**NFV information**

| | |
|---|---|
| **Intended port of call** | Archipelagic Fishing Port Palabuhanratu-West Java |
| **Name of vessel** | Olivier's Pride |
| **Port state decision** | Port entry authorised |

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.
EPSM Application - epsm.iotc.org

**Figure 61** *A Notification to a Fishing Vessel email*

# 5 THE PORT INSPECTION PROCESS

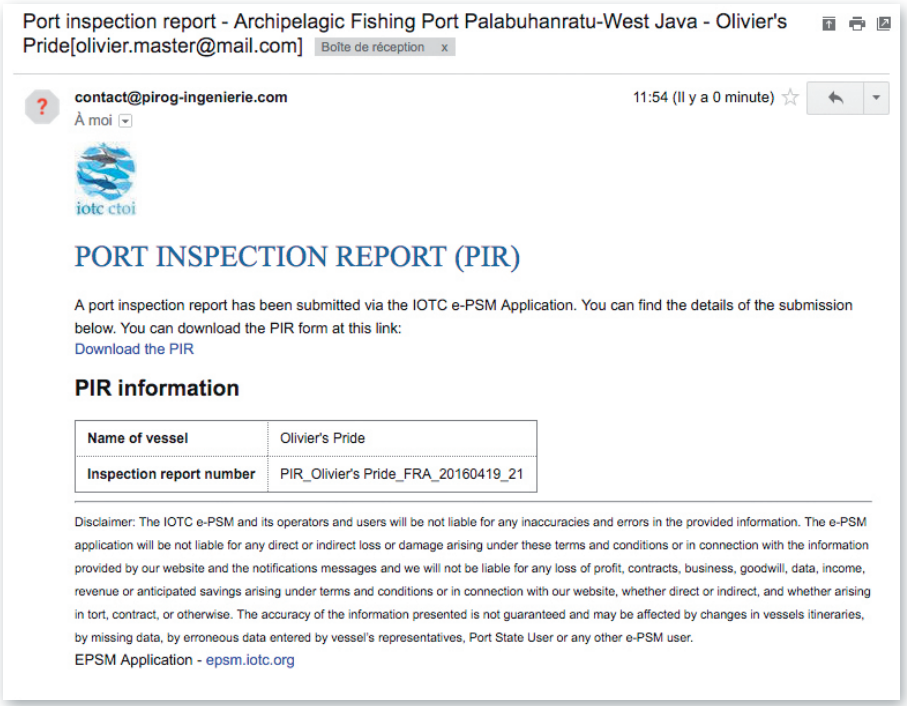
Depending on the national procedures and policies, the PSCA can require that your vessel be inspected after arriving in port. This will happen following an NFV denying use of port facilities until completion of a port inspection and clearance by the competent authority but can also happen after an NFV authorising entry in port without conditions.

The Port inspection is carried-out by an inspection team composed of authorised officers from the competent authority.

During the inspection process, the inspectors will complete a Port Inspection Report (PIR). This will be entered in the e-PSM application and your Vessel File will be updated with a PIR form.

## 5.1 Receiving the PIR

You will receive a PIR notification by email. This email contains:



Port inspection report - Archipelagic Fishing Port Palabuhanratu-West Java - Olivier's Pride[olivier.master@mail.com] Boîte de réception x

contact@pirog-ingenierie.com 11:54 (Il y a 0 minute)
À moi

iotc ctoi

PORT INSPECTION REPORT (PIR)

A port inspection report has been submitted via the IOTC e-PSM Application. You can find the details of the submission below. You can download the PIR form at this link:
Download the PIR

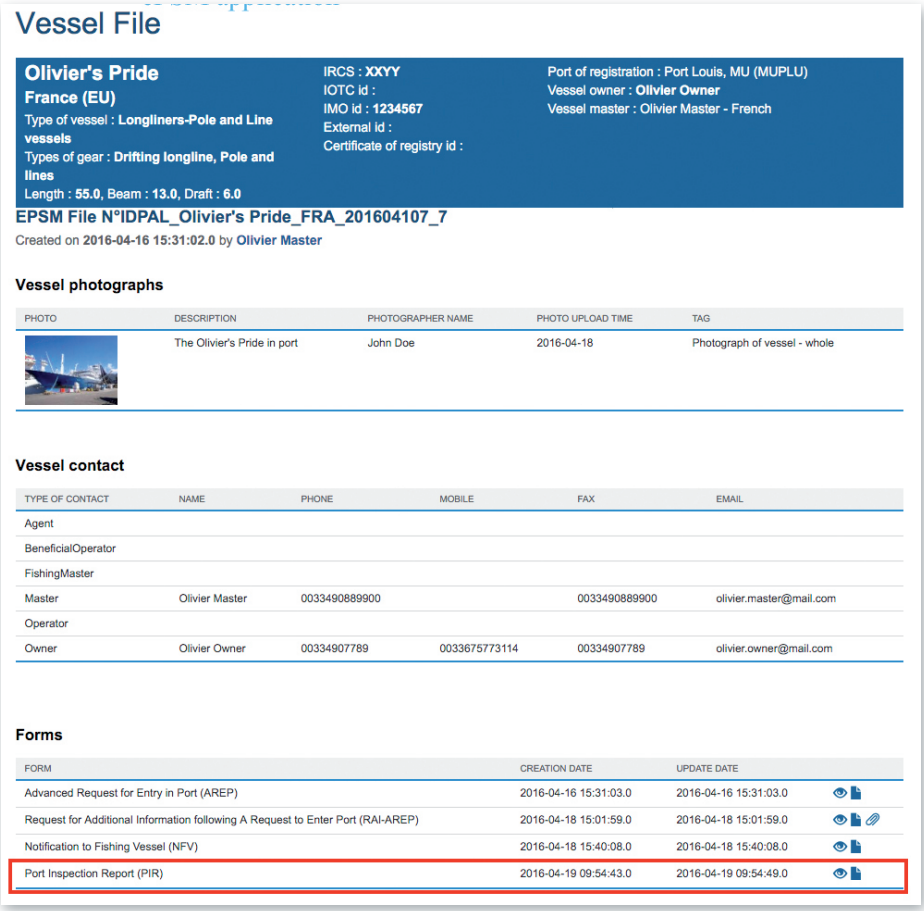
**PIR information**

| | |
|---|---|
| **Name of vessel** | Olivier's Pride |
| **Inspection report number** | PIR_Olivier's Pride_FRA_20160419_21 |

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.
EPSM Application - epsm.iotc.org

**Figure 62** *A PIR notification email*

- a link to download a PDF copy of the PIR;
- a link to access directly a web page in the e-PSM application where you can consult the status of your current vessel file, with access to all previously submitted forms or notifications, including the PIR.



Vessel File

**Olivier's Pride**
**France (EU)**
Type of vessel : **Longliners-Pole and Line vessels**
Types of gear : **Drifting longline, Pole and lines**
Length : **55.0**, Beam : **13.0**, Draft : **6.0**

IRCS : **XXYY**
IOTC id :
IMO id : **1234567**
External id :
Certificate of registry id :

Port of registration : Port Louis, MU (MUPLU)
Vessel owner : **Olivier Owner**
Vessel master : Olivier Master - French

**EPSM File N°IDPAL_Olivier's Pride_FRA_201604107_7**
Created on **2016-04-16 15:31:02.0** by **Olivier Master**

**Vessel photographs**

| PHOTO | DESCRIPTION | PHOTOGRAPHER NAME | PHOTO UPLOAD TIME | TAG |
|---|---|---|---|---|
| | The Olivier's Pride in port | John Doe | 2016-04-18 | Photograph of vessel - whole |

**Vessel contact**

| TYPE OF CONTACT | NAME | PHONE | MOBILE | FAX | EMAIL |
|---|---|---|---|---|---|
| Agent | | | | | |
| BeneficialOperator | | | | | |
| FishingMaster | | | | | |
| Master | Olivier Master | 0033490889900 | | 0033490889900 | olivier.master@mail.com |
| Operator | | | | | |
| Owner | Olivier Owner | 00334907789 | 0033675773114 | 00334907789 | olivier.owner@mail.com |

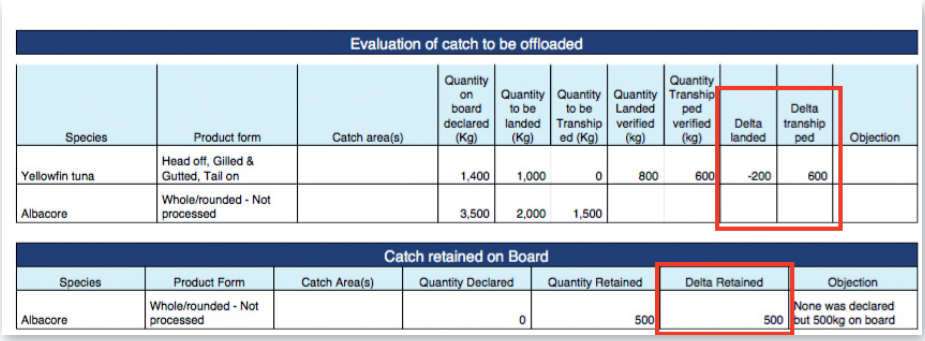
**Forms**

| FORM | CREATION DATE | UPDATE DATE |
|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-16 15:31:03.0 | 2016-04-16 15:31:03.0 |
| Request for Additional Information following A Request to Enter Port (RAI-AREP) | 2016-04-18 15:01:59.0 | 2016-04-18 15:01:59.0 |
| Notification to Fishing Vessel (NFV) | 2016-04-18 15:40:08.0 | 2016-04-18 15:40:08.0 |
| Port Inspection Report (PIR) | 2016-04-19 09:54:43.0 | 2016-04-19 09:54:49.0 |

**Figure 63** *The Vessel File status page showing that there is a PIR*

Once you have received the PIR, there is nothing for you to do unless the PSCA requires additional information through a RAI-PIR.

Note that the PIR PDF that you can download includes computed differences between catch quantities declared in the AREP and those verified by the inspector, for the “Evaluation of catch to be offloaded” and “Catch retained on board” sections of the AREP.



Evaluation of catch to be offloaded

| Species | Product form | Catch area(s) | Quantity on board declared (Kg) | Quantity to be landed (Kg) | Quantity to be Transhiped (Kg) | Quantity Landed verified (kg) | Quantity Transhipped verified (kg) | Delta landed | Delta transhipped | Objection |
|---|---|---|---|---|---|---|---|---|---|---|
| Yellowfin tuna | Head off, Gilled & Gutted, Tail on | | 1,400 | 1,000 | 0 | 800 | 600 | -200 | 600 | |
| Albacore | Whole/rounded - Not processed | | 3,500 | 2,000 | 1,500 | | | | | |

Catch retained on Board

| Species | Product Form | Catch Area(s) | Quantity Declared | Quantity Retained | Delta Retained | Objection |
|---|---|---|---|---|---|---|
| Albacore | Whole/rounded - Not processed | | 0 | 500 | 500 | None was declared but 500kg on board |

**Figure 64** *The PIR PDF document showing the differences between catch quantities declared in the AREP and those verified by the inspector*

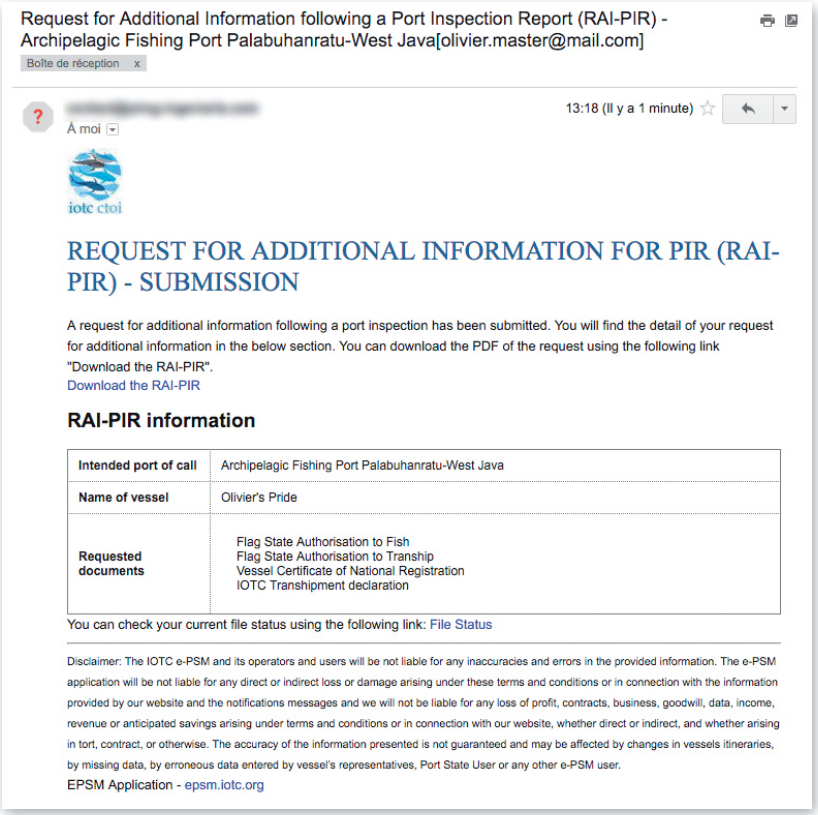
## 5.2 Receiving a RAI-PIR and replying

If the Competent Authority of the port State in which your vessel has been inspected requires additional information following the Port Inspection, it may send you (Master or agent) a Request for Additional Information following a PIR (RAI-PIR).

The list of additional information that the PSCA might request includes:

- Flag State Authorisation to Fish (ATF);
- Flag State Authorisation to Tranship;
- Fishing logbook (covering a given period);
- Vessel Certificate of National Registration;
- IOTC Transhipment declaration;
- VMS track (covering a given period);
- Any other information/document, as needed.

You will be notified by an email sent to the contact address you indicated when filling the AREP. This email contains:



Request for Additional Information following a Port Inspection Report (RAI-PIR) - Archipelagic Fishing Port Palabuhanratu-West Java[olivier.master@mail.com]

Boîte de réception x

13:18 (Il y a 1 minute)

À moi

iotc ctoi

REQUEST FOR ADDITIONAL INFORMATION FOR PIR (RAI-PIR) - SUBMISSION

A request for additional information following a port inspection has been submitted. You will find the detail of your request for additional information in the below section. You can download the PDF of the request using the following link "Download the RAI-PIR".
Download the RAI-PIR

**RAI-PIR information**

| | |
|---|---|
| **Intended port of call** | Archipelagic Fishing Port Palabuhanratu-West Java |
| **Name of vessel** | Olivier's Pride |
| **Requested documents** | Flag State Authorisation to Fish<br>Flag State Authorisation to Transhipment<br>Vessel Certificate of National Registration<br>IOTC Transhipment declaration |

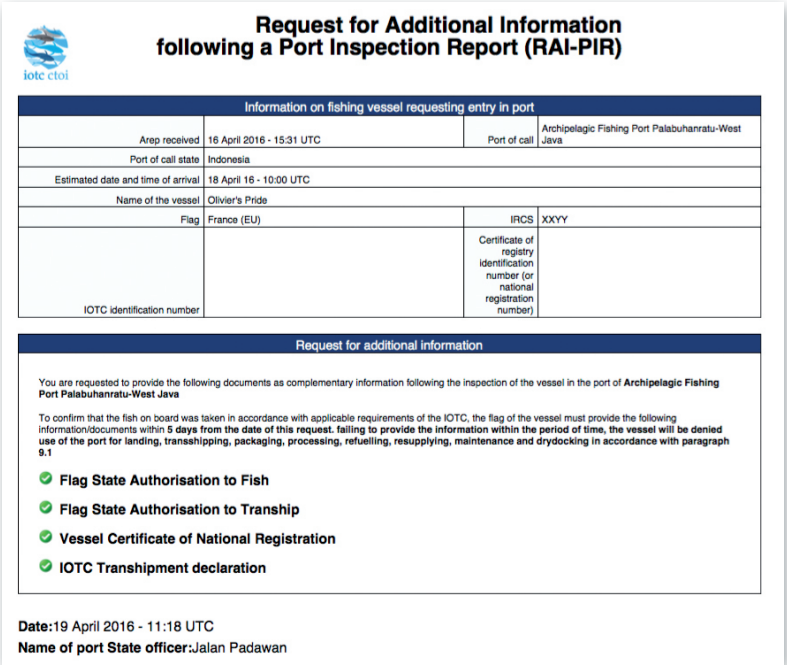
You can check your current file status using the following link: File Status

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.

EPSM Application - epsm.iotc.org

**Figure 65** *A RAI-PIR notification email*

- the list of documents/information requested by the PSCA;
- a link to download a PDF copy of the RAI-PIR with details on what additional information is required;



**Request for Additional Information following a Port Inspection Report (RAI-PIR)**

| Information on fishing vessel requesting entry in port | | | |
|---|---|---|---|
| Arep received | 16 April 2016 - 15:31 UTC | Port of call | Archipelagic Fishing Port Palabuhanratu-West Java |
| Port of call state | Indonesia | | |
| Estimated date and time of arrival | 18 April 16 - 10:00 UTC | | |
| Name of the vessel | Olivier's Pride | | |
| Flag | France (EU) | IRCS | XXYY |
| IOTC identification number | | Certificate of registry identification number (or national registration number) | |

**Request for additional information**

You are requested to provide the following documents as complementary information following the inspection of the vessel in the port of **Archipelagic Fishing Port Palabuhanratu-West Java**

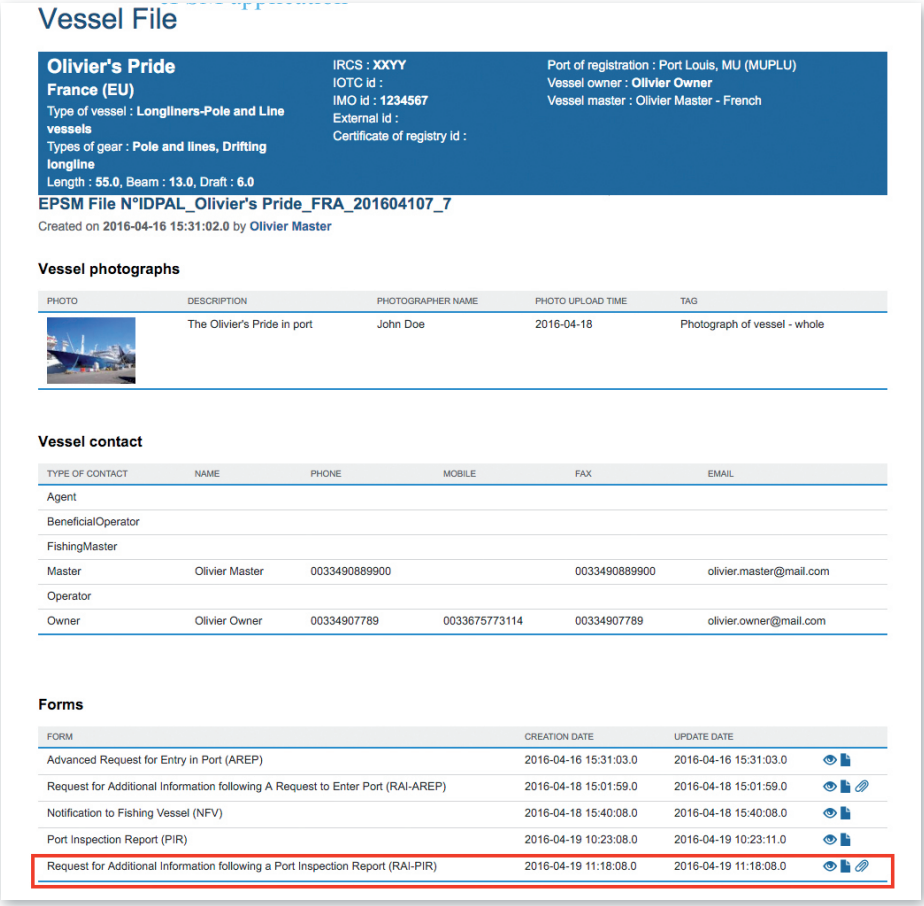
To confirm that the fish on board was taken in accordance with applicable requirements of the IOTC, the flag of the vessel must provide the following information/documents within **5 days from the date of this request. failing to provide the information within the period of time, the vessel will be denied use of the port for landing, transshipping, packaging, processing, refuelling, resupplying, maintenance and drydocking in accordance with paragraph 9.1**

- **Flag State Authorisation to Fish**
- **Flag State Authorisation to Transhipment**
- **Vessel Certificate of National Registration**
- **IOTC Transhipment declaration**

**Date:**19 April 2016 - 11:18 UTC
**Name of port State officer:**Jalan Padawan

**Figure 66** *A RAI-PIR PDF document*

- a link to access directly a web page in the e-PSM application where you can consult the status of your current vessel file, with access to all previously submitted forms or notifications, including the RAI-PIR.



Vessel File

**Olivier's Pride**
**France (EU)**
Type of vessel : **Longliners-Pole and Line vessels**
Types of gear : **Pole and lines, Drifting longline**
Length : **55.0**, Beam : **13.0**, Draft : **6.0**

IRCS : **XXYY**
IOTC id :
IMO id : **1234567**
External id :
Certificate of registry id :

Port of registration : Port Louis, MU (MUPLU)
Vessel owner : **Olivier Owner**
Vessel master : Olivier Master - French

**EPSM File N°IDPAL_Olivier's Pride_FRA_201604107_7**
Created on **2016-04-16 15:31:02.0** by **Olivier Master**

**Vessel photographs**

| PHOTO | DESCRIPTION | PHOTOGRAPHER NAME | PHOTO UPLOAD TIME | TAG |
|---|---|---|---|---|
| | The Olivier's Pride in port | John Doe | 2016-04-18 | Photograph of vessel - whole |

**Vessel contact**

| TYPE OF CONTACT | NAME | PHONE | MOBILE | FAX | EMAIL |
|---|---|---|---|---|---|
| Agent | | | | | |
| BeneficialOperator | | | | | |
| FishingMaster | | | | | |
| Master | Olivier Master | 0033490889900 | | 0033490889900 | olivier.master@mail.com |
| Operator | | | | | |
| Owner | Olivier Owner | 00334907789 | 0033675773114 | 00334907789 | olivier.owner@mail.com |

**Forms**

| FORM | CREATION DATE | UPDATE DATE |
|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-16 15:31:03.0 | 2016-04-16 15:31:03.0 |
| Request for Additional Information following A Request to Enter Port (RAI-AREP) | 2016-04-18 15:01:59.0 | 2016-04-18 15:01:59.0 |
| Notification to Fishing Vessel (NFV) | 2016-04-18 15:40:08.0 | 2016-04-18 15:40:08.0 |
| Port Inspection Report (PIR) | 2016-04-19 10:23:08.0 | 2016-04-19 10:23:11.0 |
| Request for Additional Information following a Port Inspection Report (RAI-PIR) | 2016-04-19 11:18:08.0 | 2016-04-19 11:18:08.0 |

**Figure 67** *The Vessel File status page showing that there is a RAI-PIR awaiting response*

On the Vessel File status page, a RAI-PIR awaiting response will be shown with an Attachments icon (). To see the list of request documents and upload the relevant files, click on the Attachments icon ().

Note that on this page you can also download all the forms that have been submitted or sent under the current Vessel File: simply click on the Document icon () to download the relevant PDF.

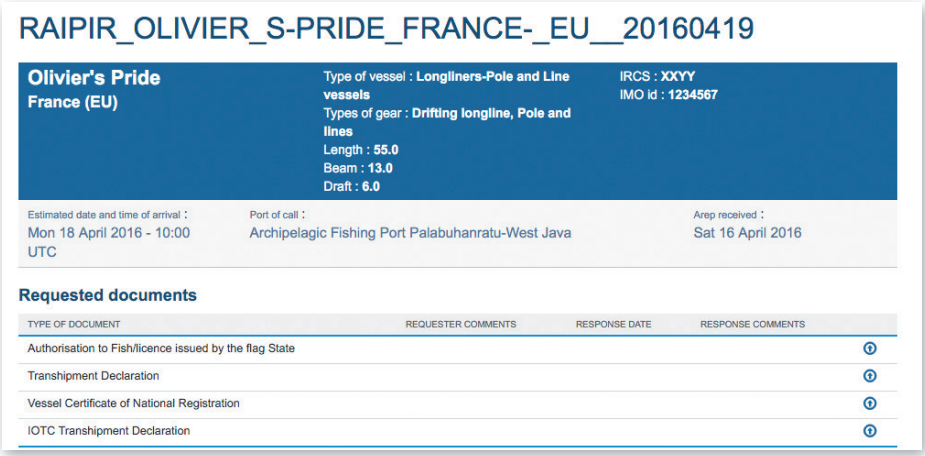



**Figure 68** *The RAI-PIR Requested document screen on the Vessel File status page*

To upload the requested documents, click on the icon ( ) in the "Action" column to open the Document Upload dialog:

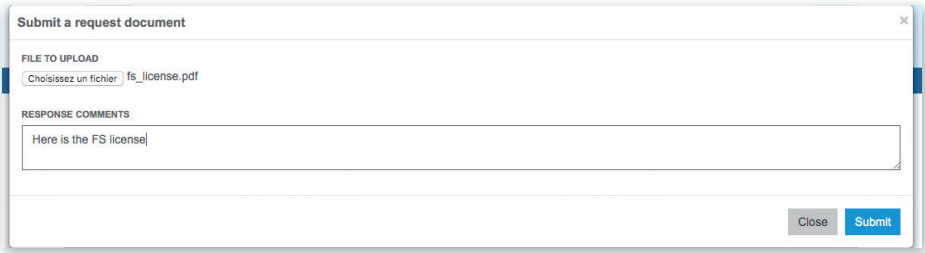



**Figure 69** *The RAI-PIR Document Upload dialog*

- Click the "Select file" button and in the pop-up file explorer, select the relevant file and click the "Select" button (terms may vary depending on your operating system, language and web browser). Note: please make sure that the file you are uploading is of a reasonable size (not more than 2 Megabytes),
- Enter any relevant comment or remark in the "Response comment" field, as needed,
- Click the "Submit" button,
- You will then be returned to the Vessel File status page where each Requested Document for which you uploaded a file will be marked with a Documents icon ( ).

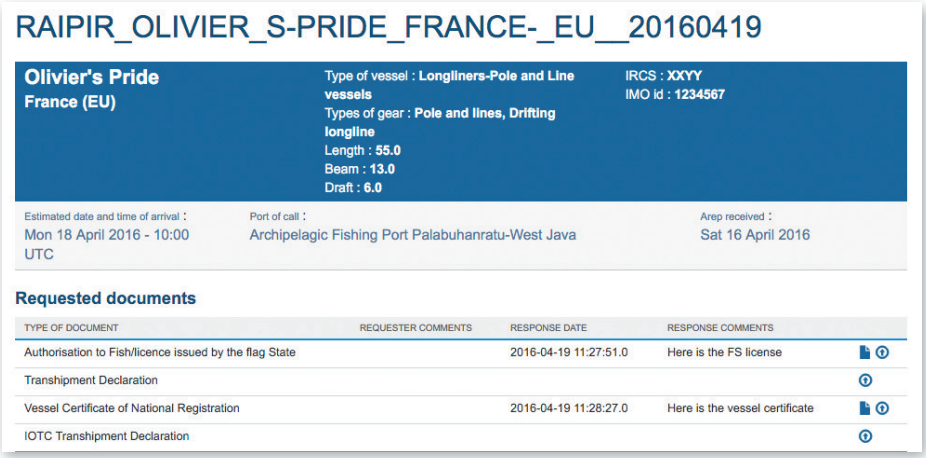



**Figure 70** *The RAI-PIR Requested document screen showing uploaded documents*

- If you made a mistake and uploaded the wrong file, simply click on the Upload icon (⬆) again to replace the previous file with a new one.

Note that as soon as you click the "Submit" button, the file will be uploaded to the e-PSM application.

Once you have uploaded all the relevant documents, click the "Notify update to parties" button and an email will be sent to the relevant recipients to notify them that the RAI-PIR has been answered.

**REMINDER**

Do not forget to click the "Notify update to parties" button: if you forget, then the parties, and especially the Port State Competent Authority will not be notified that you have answered the RAI-PIR.

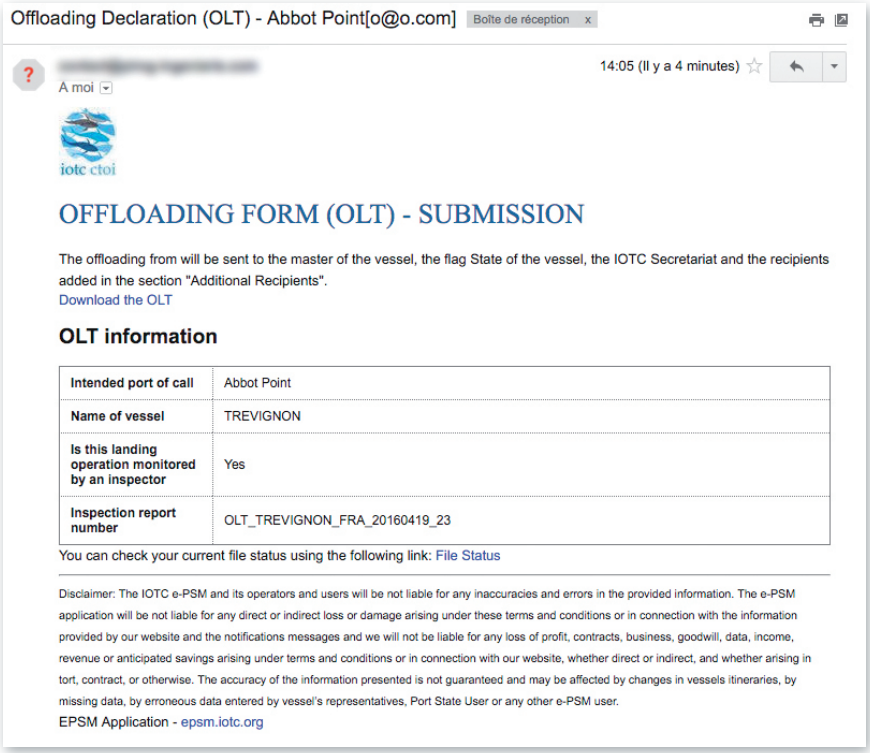
After that, you can safely close your browser window and wait for the PSCA feedback:

- if the PSCA requires more details, you will receive a new RAI-PIR notification.

## 5.3 The offloading declaration (OLT)

As mentioned in the AREP process summary, when the port State decides to not conduct a complete Port inspection of the vessel, it can decide (or not) to inspect/monitor the offloading (transhipment and/or landing operations). Following the inspection/monitoring of the offloading, the port State will complete an Offloading Declaration (OLT).

When the OLT has been completed by the Inspector and submitted to the e-PSM application, you will receive a notification by email sent to the contact address you indicated when filling the AREP. This email contains:



Offloading Declaration (OLT) - Abbot Point[o@o.com] Boîte de réception x

14:05 (Il y a 4 minutes)

A moi

iotc ctoi

OFFLOADING FORM (OLT) - SUBMISSION

The offloading from will be sent to the master of the vessel, the flag State of the vessel, the IOTC Secretariat and the recipients added in the section "Additional Recipients".
Download the OLT

**OLT information**

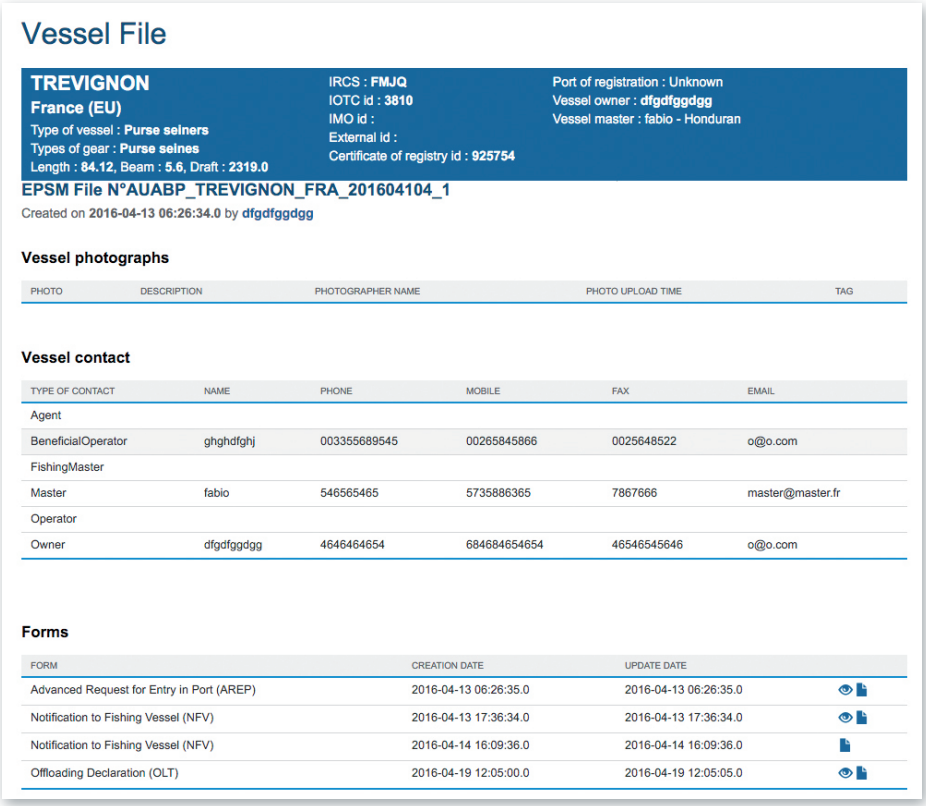
| | |
|---|---|
| **Intended port of call** | Abbot Point |
| **Name of vessel** | TREVIGNON |
| **Is this landing operation monitored by an inspector** | Yes |
| **Inspection report number** | OLT_TREVIGNON_FRA_20160419_23 |

You can check your current file status using the following link: File Status

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.
EPSM Application - epsm.iotc.org

**Figure 71** *An OLT notification email*

- a link to download a PDF copy of the OLT;
- a link to access directly a web page in the e-PSM application where you can consult the status of your current vessel file, with access to all previously submitted forms or notifications, including the OLT.



Vessel File

**TREVIGNON**
**France (EU)**
Type of vessel : **Purse seiners**
Types of gear : **Purse seines**
Length : **84.12**, Beam : **5.6**, Draft : **2319.0**

IRCS : **FMJQ**
IOTC id : **3810**
IMO id :
External id :
Certificate of registry id : **925754**

Port of registration : Unknown
Vessel owner : **dfgdfggdgg**
Vessel master : fabio - Honduran

**EPSM File N°AUABP_TREVIGNON_FRA_201604104_1**
Created on **2016-04-13 06:26:34.0** by **dfgdfggdgg**

**Vessel photographs**

| PHOTO | DESCRIPTION | PHOTOGRAPHER NAME | PHOTO UPLOAD TIME | TAG |
|---|---|---|---|---|

**Vessel contact**

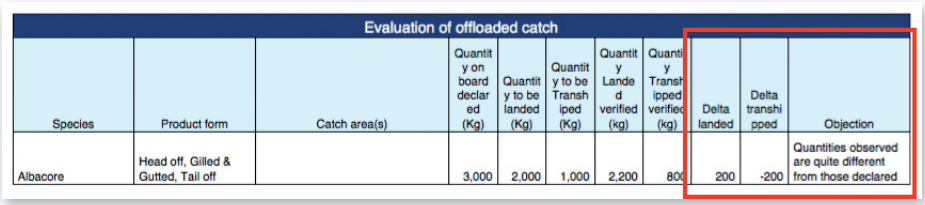
| TYPE OF CONTACT | NAME | PHONE | MOBILE | FAX | EMAIL |
|---|---|---|---|---|---|
| Agent | | | | | |
| BeneficialOperator | ghghdfghj | 003355689545 | 00265845866 | 0025648522 | o@o.com |
| FishingMaster | | | | | |
| Master | fabio | 546565465 | 5735886365 | 7867666 | master@master.fr |
| Operator | | | | | |
| Owner | dfgdfggdgg | 4646464654 | 684684654654 | 46546545646 | o@o.com |

**Forms**

| FORM | CREATION DATE | UPDATE DATE | |
|---|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-13 06:26:35.0 | 2016-04-13 06:26:35.0 | |
| Notification to Fishing Vessel (NFV) | 2016-04-13 17:36:34.0 | 2016-04-13 17:36:34.0 | |
| Notification to Fishing Vessel (NFV) | 2016-04-14 16:09:36.0 | 2016-04-14 16:09:36.0 | |
| Offloading Declaration (OLT) | 2016-04-19 12:05:00.0 | 2016-04-19 12:05:05.0 | |

**Figure 72** *The Vessel File status page showing that there is an OLT which has been produced*

Note that on this page you can also download all the forms that have been submitted or sent under the current Vessel File: simply click on the “page” icon to download the relevant PDF.



| Evaluation of offloaded catch | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Species | Product form | Catch area(s) | Quantity on board declared (Kg) | Quantity to be landed (Kg) | Quantity to be Transhiped (Kg) | Quantity Landed verified (kg) | Quantity Transhipped verified (kg) | Delta landed | Delta transhipped | Objection |
| Albacore | Head off, Gilled & Gutted, Tail off | | 3,000 | 2,000 | 1,000 | 2,200 | 800 | 200 | -200 | Quantities observed are quite different from those declared |

**Figure 73** *The OLT PDF document showing the differences between catch quantities declared in the AREP and those verified by the inspector*

# 6 THE TRANSHIPMENT MONITORING PROCESS

## 6.1 Transhipment as a receiver vessel (TRX-TDR)

If your vessel receives fish products transhipped from another vessel while in port, you (the master and/or the agent of the vessel) transmit the IOTC Transhipment Declaration to the PSCA, then a Transhipment Declaration as a Receiver Vessel (TRX-TDR) will be filled by the PSCA's Inspector in the e-PSM application, including the details about the transhipment operations (donor vessel, species/products transhipped etc.).

When the TRX-TDR has been completed by the Inspector and submitted to the e-PSM application, you will receive a notification by email sent to the contact address you indicated when filling the AREP. This email contains:

Transhipment Declaration (TRX-TD) - Archipelagic Fishing Port Palabuhanratu-West Java[olivier.master@mail.com] Boîte de réception x

14:26 (Il y a 4 minutes)

À moi

iotc ctoi

TRANSHIPMENT DECLARATION (TRX/TD) - SUBMISSION

A transhipment declaration has been submitted via the IOTC e-PSM Application. You can find the details of the submission below. You can download the TRX/TD form at this link:
Download the TRX/TD

**Declaration details**

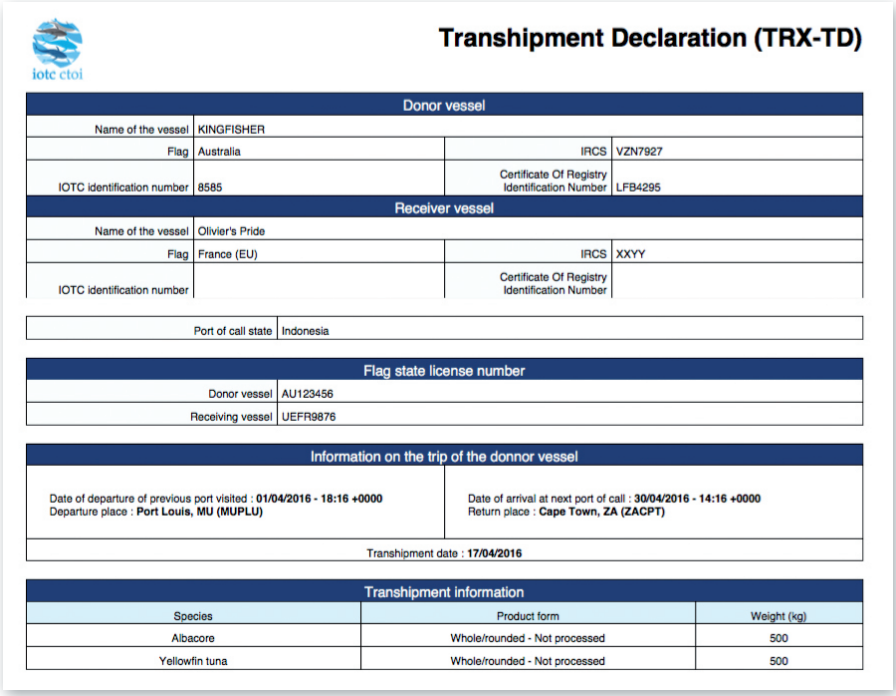
| | |
|---|---|
| **Intended port of call** | Archipelagic Fishing Port Palabuhanratu-West Java |
| **Donor vessel** | KINGFISHER |
| **Receiver vessel** | Olivier's Pride |

You can check your current file status using the following link: File Status

Disclaimer: The IOTC e-PSM and its operators and users will be not liable for any inaccuracies and errors in the provided information. The e-PSM application will be not liable for any direct or indirect loss or damage arising under these terms and conditions or in connection with the information provided by our website and the notifications messages and we will not be liable for any loss of profit, contracts, business, goodwill, data, income, revenue or anticipated savings arising under terms and conditions or in connection with our website, whether direct or indirect, and whether arising in tort, contract, or otherwise. The accuracy of the information presented is not guaranteed and may be affected by changes in vessels itineraries, by missing data, by erroneous data entered by vessel's representatives, Port State User or any other e-PSM user.
EPSM Application - epsm.iotc.org

**Figure 74** *A TRX-TDR notification email*

- a link to download a PDF copy of the TRX-TDR;



iotc ctoi

**Transhipment Declaration (TRX-TD)**

| Donor vessel | | | |
|---|---|---|---|
| Name of the vessel | KINGFISHER | | |
| Flag | Australia | IRCS | VZN7927 |
| IOTC identification number | 8585 | Certificate Of Registry Identification Number | LFB4295 |
| **Receiver vessel** | | | |
| Name of the vessel | Olivier's Pride | | |
| Flag | France (EU) | IRCS | XXYY |
| IOTC identification number | | Certificate Of Registry Identification Number | |

| | |
|---|---|
| Port of call state | Indonesia |

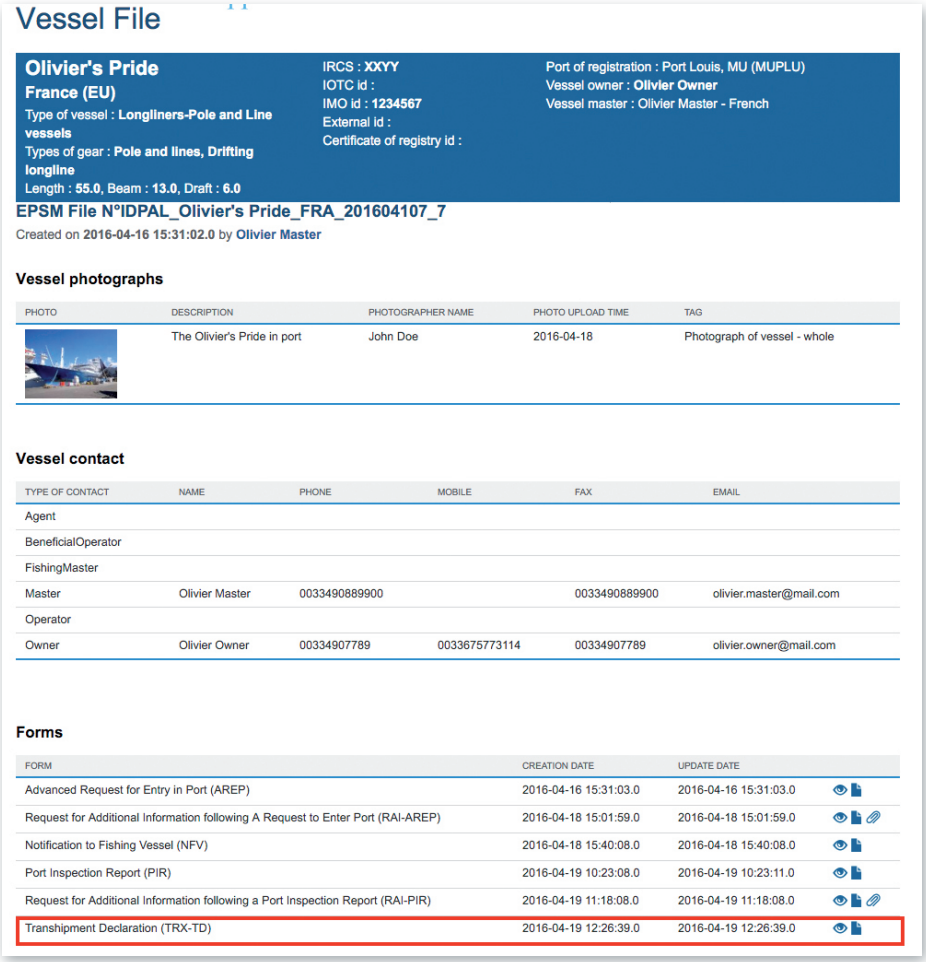
| Flag state license number | |
|---|---|
| Donor vessel | AU123456 |
| Receiving vessel | UEFR9876 |

| Information on the trip of the donnor vessel | |
|---|---|
| Date of departure of previous port visited : **01/04/2016 - 18:16 +0000**<br>Departure place : **Port Louis, MU (MUPLU)** | Date of arrival at next port of call : **30/04/2016 - 14:16 +0000**<br>Return place : **Cape Town, ZA (ZACPT)** |
| Transhipment date : **17/04/2016** | |

| Transhipment information | | |
|---|---|---|
| Species | Product form | Weight (kg) |
| Albacore | Whole/rounded - Not processed | 500 |
| Yellowfin tuna | Whole/rounded - Not processed | 500 |

**Figure 75** *A TRX-TDR PDF document*

- a link to access directly a web page in the e-PSM application where you can consult the status of your current vessel file, with access to all previously submitted forms or notifications, including the TRX-TDR.



Vessel File

**Olivier's Pride**
**France (EU)**
Type of vessel : **Longliners-Pole and Line vessels**
Types of gear : **Pole and lines, Drifting longline**
Length : **55.0**, Beam : **13.0**, Draft : **6.0**

IRCS : **XXYY**
IOTC id :
IMO id : **1234567**
External id :
Certificate of registry id :

Port of registration : Port Louis, MU (MUPLU)
Vessel owner : **Olivier Owner**
Vessel master : Olivier Master - French

**EPSM File N°IDPAL_Olivier's Pride_FRA_201604107_7**
Created on **2016-04-16 15:31:02.0** by **Olivier Master**

**Vessel photographs**

| PHOTO | DESCRIPTION | PHOTOGRAPHER NAME | PHOTO UPLOAD TIME | TAG |
|---|---|---|---|---|
| | The Olivier's Pride in port | John Doe | 2016-04-18 | Photograph of vessel - whole |

**Vessel contact**

| TYPE OF CONTACT | NAME | PHONE | MOBILE | FAX | EMAIL |
|---|---|---|---|---|---|
| Agent | | | | | |
| BeneficialOperator | | | | | |
| FishingMaster | | | | | |
| Master | Olivier Master | 0033490889900 | | 0033490889900 | olivier.master@mail.com |
| Operator | | | | | |
| Owner | Olivier Owner | 00334907789 | 0033675773114 | 00334907789 | olivier.owner@mail.com |

**Forms**

| FORM | CREATION DATE | UPDATE DATE |
|---|---|---|
| Advanced Request for Entry in Port (AREP) | 2016-04-16 15:31:03.0 | 2016-04-16 15:31:03.0 |
| Request for Additional Information following A Request to Enter Port (RAI-AREP) | 2016-04-18 15:01:59.0 | 2016-04-18 15:01:59.0 |
| Notification to Fishing Vessel (NFV) | 2016-04-18 15:40:08.0 | 2016-04-18 15:40:08.0 |
| Port Inspection Report (PIR) | 2016-04-19 10:23:08.0 | 2016-04-19 10:23:11.0 |
| Request for Additional Information following a Port Inspection Report (RAI-PIR) | 2016-04-19 11:18:08.0 | 2016-04-19 11:18:08.0 |
| Transhipment Declaration (TRX-TD) | 2016-04-19 12:26:39.0 | 2016-04-19 12:26:39.0 |

**Figure 76** *The Vessel File status page showing that there is a TRX-TDR which has been produced*

Note that on this page you can also download all the forms that have been submitted or sent under the current Vessel File: simply click on the Document icon ( ) to download the relevant PDF.

## 6.2 Transhipment as a donor vessel (TRX-TDD)

If your vessel transhipps fish products to another vessel while in port, you (the master and/or the agent of the vessel) transmit the IOTC Transhipment Declaration to the PSCA, then a Transhipment Declaration as a Donor Vessel (TRX-TDD) will be filled by the PSCA in the e-PSM application, including the details about the transhipment operations (donor vessel, species/products transhipped etc.).

When the TRX-TDD has been completed by the Inspector and submitted to the e-PSM application, you will receive a notification by email sent to the contact address you indicated when filling the AREP. This email contains:

- a link to download a PDF copy of the TRX-TDD;
- a link to access directly a web page in the e-PSM application where you can consult the status of your current vessel file, with access to all previously submitted forms or notifications, including the TRX-TDD.

Note that on this page you can also download all the forms that have been submitted or sent under the current Vessel File: simply click on the Document icon ( ) to download the relevant PDF.

# Appendix I & II

# APPENDIX I
# FREQUENTLY ASKED QUESTIONS

### ▶ To whom Port State Measures (PSM) apply to?

PSM apply to foreign vessels calling in designated ports in the IOTC area.

### ▶ To whom Port State Measures (PSM) don't apply to?

PSM don't apply to:

- vessels of a neighbouring State that are engaged in artisanal fishing for subsistence, provided that the port State and the flag State cooperate to ensure that such vessels do not engage in IUU fishing or fishing related activities in support of such fishing; and
- container vessels that are not carrying fish or, if carrying fish, only fish that have been previously landed, provided that there are no clear grounds for suspecting that such vessels have engaged in fishing related activities in support of IUU fishing.

### ▶ Can my vessel enter a designated port without submitting a request to enter port?

No, it is illegal. It is mandatory to provide an advance request of entry in port to the competent authority of the port State and according to the prior notification period it has established.

### ▶ How can I attached document to my AREP and what are the documents I have to submit with the AREP?

When you complete a request to enter port, at the step 5 of the form AREP you can attached documentation. It is recommended to attach the documents listed below, it will fasten the processing of your request by the port State and avoid un-necessary delay in the response of the port State to grant you entry in port. The recommended documents are:

- Authorisation to fish or fishing license issued by your flag State;
- Fishing licenses issued by Coastal States;
- Transhipment authorisations;
- Previous Transhipment declarations;
- Certificate of Registration of the Vessel;
- Fishing logbook corresponding to your last fishing trip;
- Crew list;
- Wells or hold plan

However, contact the competent authority of the Port State to know exactly the type of documents they request to be provided.

### ▶ My vessel has been granted entry into port, can my vessel be denied use of port services, landing or transhipment of catch?

Yes, if the ports State:

- finds that your vessel does not have a valid and applicable authorization to engage in fishing or fishing related activities required by its flag State;
- finds that your vessel does not have a valid and applicable authorization to engage in fishing or fishing related activities required by a coastal State in respect of areas under the national jurisdiction of that State;
- has clear evidence that the fish on board was taken in contravention of applicable requirements of a coastal State in respect of areas under the national jurisdiction of that State;
- has reasonable grounds to believe that your vessel was otherwise engaged in IUU fishing or fishing related activities in support of such fishing,

And/or if your flag State does not confirm within a reasonable period of time, on the request of the port State, that the fish on board was taken in accordance with applicable requirements of a relevant regional fisheries management organization.

### ▶ What are the designated ports in the IOTC Area?

See designated ports - http://epsm.iotc.org/library/contact/designated-port

You cannot call, land or tranship your catch in any other port in the IOTC Area.

### ▶ Can my vessel be denied port entry for Force Majeure or Distress?

No, nothing in the IOTC PSM affects the entry of vessels to port in accordance with international law for reasons of force majeure or distress, or prevents a port State from permitting entry into port to a vessel exclusively for the purpose of rendering assistance to persons, ships or aircraft in danger or distress.

### ▶ I cannot find my vessel in the e-PSM application when I want to submit a request to enter port?

Contact the competent authority of your flag country to register your vessel with IOTC.

### ▶ I have some problems to submit a request to enter port?

Contact the IOTC Secretariat at epsm@iotc.org.

### ▶ I have some problems to respond to a request for additional information?

Contact the IOTC Secretariat at epsm@iotc.org.

### ▶ Which countries are Contracting Parties or Cooperating Non-Contracting Parties (CPCs) of the IOTC?

http://www.iotc.org/about-iotc/structure-commission

### ▶ Where is the IOTC Area of competence?

http://www.iotc.org/about-iotc/competence

Note: The Commission, at its 4th Session in 1999 agreed to modify the western boundary of the IOTC area of competence from 30°E to 20°E, thus eliminating the gap between the areas covered by IOTC and ICCAT.

# APPENDIX II
# DETAILED DESCRIPTION OF ALL FIELDS USED IN THE AREP PROCESS

| DATA FIELD/LABEL | FIELD DESCRIPTION |
|---|---|
| **STEP 1**<br>**VESSEL SEARCH**<br>**VESSEL DIRECTORY SEARCH** | |
| Instruction | **Vessel registered with IOTC:**<br>1. Enter the name of the vessel, the IRCS of the vessel or the IOTC number of the vessel to identify your vessel.<br>Example : **Txori Aundi** or IRCS **S7SZ** or IOTC number **000815**<br>2. The result of your search shall appear in the vessel table, verify all the parameters displayed in the table (IOTC id, IRCS, type of vessel, types of gear) to make sure they all correspond to your vessel, then click on the name of your vessel, it will bring you to the step 2 “Identification” where you have to verify the information loaded and complete the missing information on your vessel.<br>**Vessel not registered with IOTC:**<br>*(e.g: vessel not yet registered with IOTC by its flag State CPC or vessel registered with another RFMO calling in port in the IOTC area of competence)*<br>3. If your search provides no result, Click on the button “Create vessel” it will bring you to the step 2 “Identification” where you have to enter the details on the vessel. |

| STEP 2<br>VESSEL IDENTIFICATION<br>NAME, TYPE OF VESSEL AND FISHING GEAR | |
|---|---|
| Name of the vessel | Enter the name of the vessel as written in your National Certificate of Registration or your National Authorisation to Fish (ATF).<br>Example :**Txori Aundi** |
| Flag | Enter the name of your flag State where the vessel is registered. Select a country in the list.<br>Example :**Australia** |
| Type of vessel | Enter the type of the vessel. Select the type of the vessel in the list.<br>Example :**Longliners** |
| Types of gear | Enter the type of gear used on board the vessel. Select one or several gears in the list.<br>Example :**Drifting Longline** |
| **IDENTIFICATION NUMBERS** | |
| IOTC number | Enter the IOTC number allocated to your vessel, by which the vessel is registered / authorised by IOTC.<br>Format: 6 digit numbers<br>Example :**008614** |
| International Radio Call Sign | Enter the International radio call sign (IRCS) of the vessel, assigned by your national licensing authority.<br>Example: ***TTFC or MD66G or UDSF or CHDS*** |
| Maritime mobile service identity number | Enter the Maritime mobile service identity number (MMSI) of the vessel as issued by your flag State.<br>Format: 9 digit numbers<br>Example: **123456789** |

| | |
|---|---|
| External identification number | Enter one external identification number as displayed on the superstructure or the hull of the vessel (Vessel name, International Radio Call Sign (IRCS), IMO number, National registration number (NRN), Port of registration, fishing licence number).<br><br>External identification numbers may be displayed on the bow and/or stern and/or on both port and starboard sides of vessel superstructure or hull of the vessel.<br><br>Example IRCS: **JAAL** Example NRN: **CC3576**; Example port of registration: **PORT LOUIS**<br><br>Example IMO number: ***1234567*** Example fishing license: **LU-56734**. |
| Certificate of registry identification number | Enter the national registration number (NRN) of the vessel as issued by your flag State.<br><br>Format: numeric and/or alpha-numeric<br><br>Example: ***FRA000854430*** |
| Vessel INMARSAT number | Enter the INMARSAT number of the vessel (Voice or fax services) |
| IMO identification number | Enter (if available) the International Maritime Organisation (IMO) number/ Lloyds Register identification number of the vessel.<br><br>Format: 7 digit numbers<br><br>Example: ***1234567*** |
| **DIMENSIONS** | |
| Length overall | Enter the length overall of the vessel. This is standard information required to enter most ports for berthing and the vessel must provide its length overall as stated on its registration document.<br><br>Format: digit numbers, unit meter<br><br>Example: ***54,5*** |
| Beam | Enter the beam of the vessel. This is standard information required to enter most ports for berthing and the vessel must provide its beam as stated on its registration document.<br><br>Format: digit numbers, unit: meter<br><br>Example: ***12,6*** |

| | |
|---|---|
| Draft | Enter the draft of your vessel. This is standard information required to enter most ports for berthing and the vessel must provide its draft as stated on its registration document.<br><br>Format: digit numbers, unit: meter<br>Example: ***6,5*** |
| **VMS** | |
| VMS on board the vessel | Record if the vessel has a VMS fitted on board the vessel. Tick the appropriate box.<br><br>Yes: National- If the VMS is a national requirement,<br>Yes: RFMO(s) if the VMS is a RFMO requirement,<br>No if no VMS is fitted on board the vessel.<br>Example: ***Yes : National*** |
| VMS Type | Record the type of VMS fitted on-board the vessel. Tick the appropriate box.<br><br>If you have more than one VMS fitted on board, Tick several boxes.<br><br>Example: ***INMARSAT*** |
| **STEP 3<br>VESSEL CONTACTS** | |
| Type of contact | Select a type of contact from the list (Owner, Operator, Master, Fishing master, Beneficial owner, Agent).<br><br>Example: ***Owner*** |
| Name of contact person | Enter the full name of the contact person.<br><br>Example: ***Olivier Nail*** |
| Nationality | Select the nationality of the contact person from the list.<br><br>Example: ***Australia*** |
| Telephone | Enter the telephone number. Use the international format as prescribed by the International Telecommunication Union (ITU) Recommendation E.123 (02/01).<br><br>https://www.itu.int/rec/dologin_pub.asp?lang=e&id=T-REC-E.123-200102-I!!PDF-E&type=items |
| Mobile | Enter the mobile number. Use the international format as prescribed by the International Telecommunication Union (ITU) Recommendation E.123 (02/01).<br><br>https://www.itu.int/rec/dologin_pub.asp?lang=e&id=T-REC-E.123-200102-I!!PDF-E&type=items |

| | |
|---|---|
| Fax | Enter the fax number. Use the international format as prescribed by the International Telecommunication Union (ITU) Recommendation E.123 (02/01).<br>https://www.itu.int/rec/dologin_pub.asp?lang=e&id=T-REC-E.123-200102-I!!PDF-E&type=items |
| Email 1 | Enter the principal email address of the contact person. Use the international format as prescribed by the International Telecommunication Union (ITU) Recommendation E.123 (02/01).<br>https://www.itu.int/rec/dologin_pub.asp?lang=e&id=T-REC-E.123-200102-I!!PDF-E&type=items<br>Example: olivier.nail@gmail.com |
| Email 2 | Enter the 2nd email address of the contact person (if any).<br>Example: olivier.nail@yahoo.com |
| Email 3 | Enter the 3rd email address of the contact person (If any).<br>Example: olivier.nail@hotmail.com |
| Address | Enter the address of the contact person.<br>Format: Street number, Street Name, PO Box, Province, City, Country.<br>Example: ***15, Montain Street, PO Box 102, Essex, Manchester, Spain*** |
| **STEP 4<br>AUTHORISATION AND CATCHES<br>PURPOSE AND PORT OF CALL** | |
| Intended port of call | Enter/Select the intended port of call from the list.<br>Example: ***Mombasa*** |
| Estimated local date and time of arrival | Record the expected local date and time that the vessel will arrive at the port limits. Select the date and time of arrival in port from the calendar.<br>Format: Date / Time; YYYY MM DD / HH MM<br>Example: ***2012 11 25 / 23 00*** |
| Purpose(s) of port call | Record all the reasons for the vessel requesting port entry. Tick one or several reasons (Landing, Transhipping, Packaging, Processing of fish, Refuelling, Resupplying, Maintenance, Dry-docking)<br>Example: ***Landing; Resupplying*** |

| | |
|---|---|
| Port of last port call | Enter the name of the last port visited by the vessel.<br>Example: ***Durban*** |
| Date of last port call | Enter the date of the last port call. Select the date of the last port call from the calendar.<br>Format YYYYMMDD<br>Example: ***2012 07 23*** |
| Observer on board | Record if there is an observer on board the vessel at the time of the request to enter port. Tick the box if an observer is present on board the vessel. |
| **RELEVANT FISHING AUTHORIZATION(S)** | |
| Identifier | Enter in free text the numeric or alpha-numeric identification number of the fishing authorisation.<br>Example: (Japan) ATF number ***T1599*** (Seychelles) ***SC2011 14*** |
| Issued by | Enter the name of the relevant authority / agency / government department of the flag State or the coastal State issuing the fishing authorisation. Select the authority from the list.<br>Example: ***AUS - Australian Fisheries Management Authority*** |
| Valid From | Record the date the fishing authorisation is starting. Select the date from the calendar. |
| Valid To | Record the date the fishing authorisation will expire. Select the date from the calendar. |
| | |
| Fishing area(s) | Record the fishing area(s) authorised as mentioned in the fishing authorisation. Select the fishing area(s) from the list.<br>Authorisation to fish (ATF) give permission to the vessel to operate in area(s) beyond national jurisdiction and or high seas; select the fishing area(s) from the list.<br>Example: **Indian Ocean High Sea**.<br>Coastal State Fishing License give permission for the vessel to operate within the waters of a coastal State (EEZ / fishing zone); select the fishing area/country name from the list.<br>Example: **Madagascar** |

| | |
|---|---|
| Species | Record the fish species authorised to catch as mentioned in the fishing authorisation. Select the species from the list.<br>Example: ***Tuna and tuna like species*** |
| Gear(s) | Record the gear(s) the vessel is authorised to operate with, as mentioned in the fishing authorisation. Select the gear(s) from the list.<br>Example: ***Drifting longline*** |
| Attachment | Click on the button "**Choose file"** to attach the fishing authorisation, then select the file on your computer. |
| Type | Tick if you are providing information on the flag State ATF or a Coastal State Fishing License. |
| **RELEVANT TRANSHIPMENT AUTHORIZATION(S)** | |
| Identifier | Enter in free text the numeric or alpha-numeric identification number of the transhipment authorisation.<br>Example: (Japan) ATF number ***T1599*** (Seychelles) ***SC201114*** |
| Issued by | Enter the name of the relevant authority / agency / government department of the flag State or the coastal State issuing the authorisation to tranship. Select the authority from the list.<br>Example: ***AUS - Australian Fisheries Management Authority*** |
| Valid From | Record the date the authorisation to tranship is starting. Select the date from the calendar. |
| Valid To | Record the date the authorisation to tranship will expire. Select the date from the calendar. |
| Attachment | Click on the button **Choose file** to attach the transhipment authorisation, then select the file on your computer. |
| **TRANSHIPMENT INFORMATION** | |
| Date | Record the date of transhipment. Select the date from the calendar.<br>Format: DD MM YYYY.<br>Example: ***21 10 2012*** |
| Port/Sea | Record if the transhipment in port or at sea. Tick the appropriate box. |

| | |
|---|---|
| Location of transhipment | Record the location of the transhipment operation:<br>- Latitude/Longitude or,<br>- name of the port.<br>Format: Position - Latitude DD MM (N or S) / Longitude DDD MM (E or W) or name of the port.<br>Example: Position; ***05 45 S / 067 15 E*** Port ***Cape Town*** |
| Name of donor/ receiving vessel | Record the name of the donor/receiving vessel.<br>Example: ***Futagami*** |
| Flag State | Record the flag State of the donor/receiving vessel. Select a country name from the list.<br>Example: **Japan** |
| ID number | Record the RFMO number or the IRCS or the NRN or the IMO number of the donor/receiving vessel from which fish were received.<br>Should the vessel not be registered with IOTC but be registered with another RFMO then record this number. Should the vessel not be registered by a RFMO, record the International Radio Call Sign (IRCS) or the National Registration Number (NRN) or the IMO number.<br>For example: IOTC No.: ***001635***<br>ICCAT No.: ***AT000JPN00091***<br>IRCS: ***JAAL*** |
| Species | Record the species transhipped. Select a species in the list.<br>Example: **Yellowfin tuna** |
| Product form | Record the condition or production state of the species as transhipped from the donor vessel. Select a product form in the list.<br>For example: ***Head on, Gilled & Gutted, Tail on*** |
| Catch area(s) | Record the relevant geographical area(s) where the catch was taken by the donor vessel. Select catch area(s) from the list. You can select several catch areas from the list.<br>Example: ***South Africa; Indian Ocean High Sea*** |
| Quantity (kg) | Record the weight, in kilograms, for each species transhipped from the donor vessel to the receiving vessel.<br>For example: ***1500*** |

| TOTAL CATCH ON BOARD AND CATCH TO BE OFFLOADED | |
|---|---|
| Species | Record the species. Select a species from the list.<br>Example: **Yellowfin tuna** |
| Product form | Record the condition or production state of the species. Select a product form in the list.<br>For example: ***Head on, Gilled & Gutted, Tail on*** |
| Catch area(s) | Record relevant geographical area(s) where the catch was taken. Select catch area(s) from the list. You can select several catch areas from the list.<br>Example: ***Madagascar; Indian Ocean High Sea*** |
| Quantity on board | Record the weight, in kilograms, for each species on board when the vessel will enter the port.<br>For example: ***1100*** |
| Quantity to be landed (kg) | Record the weight, in kilograms, for each species that will be landed while in port. It is the quantity to be landed declared by the master of the vessel.<br>For example: ***600*** |
| Quantity to be transhipped (kg) | Record the weight, in kilograms, for each species that will be transhipped while in port. (If any). It is the quantity to be transhipped declared by the master of the vessel.<br>For example: ***800*** |

| STEP 5<br>VALIDATION | |
|---|---|
| Instruction | Tick the box, then click on the button “Submit” to send your advance request to enter port (AREP). |

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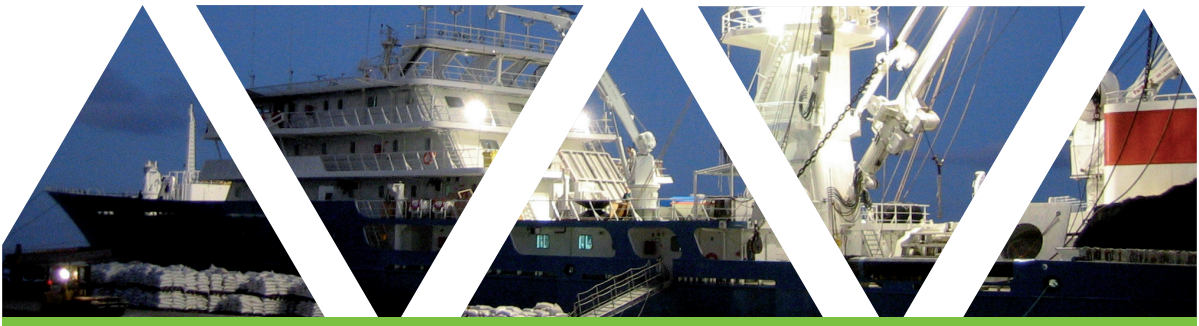
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