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Commission des Thons de l'Océan Indien

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Information Recording: IOTC ROS Data Collection Forms

IOTC ROS TR18.4, 19.4, 20.4 and 21.4

Category: Onboard Data Collection and Recording

[IOTC ROS TR18, 19, 20 and 21]



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- National Observer Programmes can opt to use their own data collection forms or resort to forms developed by the IOTC in the context of its Regional Observer Scheme.
- *Data Collection, Verification, Input and Reporting Training Course* (TR 18 to 21), require observers to correctly record information in accordance with the protocols and formats provided using IOTC ROS data collection forms .
- This module aims to familiarize Observers with IOTC ROS data collection forms and associated materials and with general instructions on form filling.



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IOTC ROS DATA COLLECTION FORMS

- FORM 1 (PS, LL, PL, GIL): Vessel and trip information
- FORM 2 (PS, LL, PL, GIL): Fishing gear
- FORM 3 (PS, LL, PL, GIL): Fishing event
- FORM 4 (PS, LL, PL, GIL): Fishing event - Catch details
- FORM 5 (PS, LL, PL, GIL): Fishing event - Biometric information
- FORM 6 (PS, LL, PL, GIL): Fishing event –Catch details – Biological sampling
- FORM 7 (PS, LL, PL, GIL): Vessel unloading / transhipment
- FORM 8 (PS, PL): Daily activity log (only to be filled for surface fisheries)





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1. Observers are required to record data collected onboard onto IOTC ROS standard data collection forms.
2. All IOTC ROS data collection forms have integrated explanatory notes.
3. All data fields are numbered
4. Each space on a data form that requires information is called a “Data Field”.
5. Each data field on the data forms needs to be completed to reflect accurately the information required for that field.
6. All minimum standard data fields are highlighted in light grey. These are to be collected and reported to the IOTC.



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FORM 1: VESSEL AND TRIP INFORMATION

This is a generic form that is designed to capture all the information related to a particular vessel, a particular observer and trip.

IOTC REGIONAL OBSERVER SCHEME VESSEL AND TRIP INFORMATION SHEET		FORM 1-PS (pg. 1)	
Revised September 2020			
OBSERVER INFORMATION			
Observer identification			
1. Observer IOTC registration number	Observer trip number		
<input type="text"/>	<input type="text"/>		
2. Observer full name	3. Observer nationality		
<input type="text"/>	<input type="text"/>		
Observer trip details collect all dates and times in Coordinated Universal Time (UTC)			
4. Location of embarkation (country and port or at-sea)		6. Location of disembarkation (country and port or at-sea)	
COUNTRY <input type="text"/>	PORT (name) <input type="text"/>	AT SEA (y) <input type="text"/>	
Position of embarkation (dd° mm' ss") specify quadrant (circle)		Position of disembarkation (dd° mm' ss") specify quadrant (circle)	
LATITUDE <input type="text"/>	S N <input type="text"/>	LONGITUDE <input type="text"/>	E W <input type="text"/>
5. Date / time of embarkation (UTC)		7. Date / time of disembarkation (UTC)	
DD <input type="text"/>	MM <input type="text"/>	YYYY <input type="text"/>	hh <input type="text"/>
			mm <input type="text"/>
VESSEL INFORMATION			
Vessel identification			
8. Vessel name	9. Vessel flag/chartering state	10. Vessel IOTC number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. Vessel IMO or Lloyds number	12. International radio call (IRCS)	13. Vessel port/country of registration	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
14. Vessel registration number	15. Vessel phone(s)	16. Vessel fax(es)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
17. Vessel email(s)	18. Licensed target species (FAO codes)	19. Main fishing gear	
<input type="text"/>	<input type="text"/>	Tuna purse seine (TPS)	
Vessel owner and personnel			
Registered owner		Charter operator	
20. Full name	21. Nationality	23. Full name	24. Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22. Contact details		25. Contact details	
<input type="text"/>		<input type="text"/>	
Fishing master		Skipper (Captain)	
26. Full name	27. Nationality	28. Full name	29. Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			30. Crew n° <input type="text"/>

Notes on FORM 1-PS (pg. 1)
Revised September 2020
IOTC ROS minimum standard data-fields are highlighted in this form in light grey. These are to be collected and reported to the IOTC.
OBSERVED TRIP NUMBER: Record trip unique identifier. This is the observed trip unique identifier. This should begin with trip's start date (YYYY-MM-DD), followed by IOTC observer number, and vessel main gear code as per IOTC classification (E.g. 2018/0123-IOTCFRA001-PS).
1. OBSERVER IOTC REGISTRATION NUMBER: Record observer registration number allocated by the IOTC Secretariat to be used on all observer data submissions ("FFP" is a 3-letter alpha-code identifying the flag country / fishing entity responsible for the observer, 000 is a sequence of three digits uniquely identifying the observer (e.g. IOTCFRA001)).
2. OBSERVER NAME: Record full name of the scientific observer that collected the data on-board the fishing vessel. Last name first, first name last.
3. OBSERVER NATIONALITY: Record scientific observer nationality as it appears in the observer passport.
4. LOCATION OF EMBARKATION: Record country, name and / or geographical coordinates of the port where the observer boarded the vessel. If the observer embarked at sea outside port limits via a vessel transfer, record "at sea" and record the position in Latitude and Longitude.
5. DATE AND TIME EMBARKATION: Record date and time that the observer boarded the vessel. Embarkation date / time may not coincide with the date/time the vessel sails.
6. LOCATION OF DISEMBARKATION: Record country, name and / or geographical coordinates of the port where the observer disembarked. If the observer disembarked at sea outside port limits via a vessel transfer, record "at sea" and record the position in Latitude and Longitude.
7. DATE AND TIME OF DISEMBARKATION: Record date and time that the observer disembarked from the vessel. Note that observer's disembarkation date/ time may not coincide with the date/time the vessel lands.
8. VESSEL NAME: Record vessel full name with no abbreviations, as recorded on vessel official documents, and crosschecked with the name recorded on the vessel itself (any discrepancies to be reported to the IOTC). Record vessel's name correct spelling including any corresponding numbers. E.g. "Agnes 83".
9. VESSEL FLAG / CHARTERING STATE: Record country where vessel is registered as shown on its registration documents. Where chartering occurs, name of chartering country. Note that vessel flag state (or chartering flag) may not be the same as the nationality from which the vessel originates.
10. VESSEL IOTC NUMBER: Record vessel IOTC number as per the IOTC Record of Authorized Vessels (see https://iotc.org/vessels/current), crosschecked with the number recorded on vessel certificates (any discrepancies to be reported to the IOTC).
11. VESSEL IMO OR LLOYD'S NUMBER: Record the number allocated to the vessel by the International Maritime Organization of the United Nations (e.g.: IMO8814275).
12. INTERNATIONAL RADIO CALL SIGN (IRCS): Record vessel radio call sign (if available). This is the series of numbers and letters painted on vessel's side or superstructure.
13. VESSEL PORT OF REGISTRATION: Record vessel's port (and country) of registry as shown on its registration documents and lettered on the stern of the ship's hull.
14. VESSEL REGISTRATION NUMBER: Record vessel registration number, i.e. the number issued by country (Flag State) in which the vessel is registered, shown on its registration documents and written on the hull of the vessel. This may be a combination of characters and numbers; record them all (e.g.: CBG303).
15. VESSEL PHONE / 16. VESSEL FAX / 17. VESSEL EMAIL: When available, record vessel contacts details, taking note of the ocean region code. Vessel may have several contact numbers and email addresses depending on the satellite communications systems installed onboard; record them all.
18. LICENSED TARGET SPECIES: Record licensed target species as specified in vessel licences or permit conditions. Use FAO spp. 3-alpha code. Note that vessels generally target a narrow range of spp. some might not be an IOTC species; record them all.
19. MAIN FISHING GEAR: Specify vessel main fishing gear: gillnet (GIL), drifting longline (DLL), pole and line (TPL) or tuna purse seine (TPS).
REGISTERED OWNER 20. FULL NAME / 21. NATIONALITY / 22. CONTACT DETAILS: Record the name of Company or Person (last name first, first name last) who owns the vessel, nationality and contact details in full (mobile and fix phone, email). This should be in the Vessel Registration Papers.
CHARTERER / OPERATOR 23. FULL NAME / 24. NATIONALITY / 25. CONTACT DETAILS: Where the vessel has been chartered and is operated and managed by a company other than the owner, record operator's full name (company or individual as appropriate), nationality and contact details (mobile and fix phone, email).
FISHING MASTER 26. FULL NAME / 27. NATIONALITY: Record fishing master name (last name first, first name last) and nationality in full.
SKIPPER 28. FULL NAME / 29. NATIONALITY: Record skipper name (last name first, first name last) and nationality in full. Note: in some instances, the fishing master and skipper may be the same person. In such cases record here "N/A" for not applicable.
30. CREW NUMBER: Record the number of crew, cross checked against vessel's crew list.
31. PORT OF DEPARTURE: Record the country, name and / or geographical coordinates of the port from where the vessel sailed. If the vessel started a new trip at sea following transhipment record "at-sea" plus the geographical coordinates corresponding to the location the trip started.
32. DATE / TIME VESSEL SAILED: Record the date and time the vessel departed from port or from a transhipment location. Note that date / time the vessel sails may not coincide with observer's embarkation date / time.
33. PORT OF RETURN: Country, name and / or geographical coordinates of the port where the vessel returned. If the vessel arrived at a transhipment location record "at-sea" plus the geographical coordinates corresponding to the location the transhipment started. If you disembark before the vessel returns to port record expected port of return as per vessel.



FORM 7: Vessel offloading / transhipment

This form should be completed if at-sea transhipment to a carrier/fishing vessel takes place.

Exception is made should an Observer from the IOTC REGIONAL OBSERVER PROGRAMME be present on the carrier vessel monitoring the transhipment.

IOTC REGIONAL OBSERVER SCHEME **FORM 7-LL (pg. 1)**
VESSEL TRANSHIPMENTS Page _____ of _____
Revised February 2022

Observer Name: _____ Observed Trip No: _____

Vessel transhipment #: _____

1. Start date and time (UTC):
 DD MM YYYY hh mm

2. End date and time (UTC):
 DD MM YYYY hh mm

3. Position (dd° mm' ss") specify quadrant (circle)
 LATITUDE _____ LONGITUDE _____
 _____ S N _____ E W

4. Category (tick the correct option):
 TRANSHIP FROM: _____ TRANSHIP TO: _____
 NET LOAD: _____ NET OFFLOAD: _____

Product transhipped											
#	5. Spp.	6. Processing type	7. Quantity (encircle unit used)			#	5. Spp.	6. Processing type	7. Quantity (encircle unit used)		
1			Mt	Kg	No	8			Mt	Kg	No
2			Mt	Kg	No	9			Mt	Kg	No
3			Mt	Kg	No	10			Mt	Kg	No
4			Mt	Kg	No	11			Mt	Kg	No
5			Mt	Kg	No	12			Mt	Kg	No
6			Mt	Kg	No	13			Mt	Kg	No
7			Mt	Kg	No	14			Mt	Kg	No

7. Name of carrier / fishing vessel: _____ 8. Flag: _____
 9. Call sign: _____ 10. Port of registry: _____ Port _____
 11. Registration number _____ Country _____

Vessel transhipment #: _____

1. Start date and time (UTC):
 DD MM YYYY hh mm

2. End date and time (UTC):
 DD MM YYYY hh mm

3. Position (dd° mm' ss") specify quadrant (circle)
 LATITUDE _____ LONGITUDE _____
 _____ S N _____ E W

4. Category (tick the correct option):
 TRANSHIP FROM: _____ TRANSHIP TO: _____
 NET LOAD: _____ NET OFFLOAD: _____

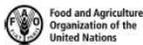
Product transhipped											
#	5. Spp.	6. Processing type	7. Quantity (encircle unit used)			#	5. Spp.	6. Processing type	7. Quantity (encircle unit used)		
1			Mt	Kg	No	8			Mt	Kg	No
2			Mt	Kg	No	9			Mt	Kg	No
3			Mt	Kg	No	10			Mt	Kg	No
4			Mt	Kg	No	11			Mt	Kg	No
5			Mt	Kg	No	12			Mt	Kg	No
6			Mt	Kg	No	13			Mt	Kg	No
7			Mt	Kg	No	14			Mt	Kg	No

7. Name of carrier / fishing vessel: _____ 8. Flag: _____
 9. Call sign: _____ 10. Port of registry: _____ Port _____
 11. Registration number _____ Country _____



IOTC ROS GUIDELINES FOR OBSERVERS

- All *IOTC ROS Guidelines for Observers* provide general information on how to fill in *IOTC ROS Data Collection Forms* and detailed instructions on the filling of individual data fields.
- **Observers should refer to gear specific *IOTC ROS Guidelines for Observers*, while filling IOTC data collection forms.**



IOTC Regional Observer Scheme

Scientific Field Observer Training

Scientific Field Observer

**Guidelines for Observers
on Tuna Pole-and-liners**



IOTC Regional Observer Scheme

Scientific Field Observer Training

Scientific Field Observer

**Guidelines for Observers
on Pelagic Drift Gillnetters**



IOTC Regional Observer Scheme

Scientific Field Observer Training

Scientific Field Observer

**Guidelines for Observers
on Tuna Purse-seiners**



IOTC Regional Observer Scheme

Scientific Field Observer Training

Scientific Field Observer

**Guidelines for Observers
on Pelagic Longliners**





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GENERAL INSTRUCTIONS ON FORM FILLING

1. Observers should only record directly observed information.
2. Observers should fill in forms only when onboard.
3. Observers should fill in the header details on every form.
4. Forms of the same form type should be numbered together.
5. Observers should write clearly.
6. Observers should correct errors but they should not re-write data



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7. Observers should fill in all required data fields. If the information is not available or applicable, observers should record “NA”, if unknown they should record “UNK”.
8. Where a field requires text to record a name or address these need to be written out in full.
9. Observers should record IOTC data codes where and when requested.
10. Observers should choose the best or most informative code (in some instances a single word or code is required).



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11. All positions (Lat | Long) are to be collected using the same format. Observer should give preference to the format used by the fishing vessel and should stick to it for the duration of the trip (e.g.: DD°MM'SS", or DD° MM,mmm', or DD,ddd°).
12. Observer should record all times on UTC.
13. Where a unit of measurement is specified Observers should ensure that the measurements are recorded for that unit.
e.g. record grams "g" do not record kilograms
[4563] not [4.563]
14. When a unit is not specified Observers should note clearly in which units the measurement was made.



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RECORDING MEASUREMENTS

- ✓ All measurements must be **rounded down** to the nearest whole centimetre.
- ✓ All measurements must be **associated to a measurement type** (e.g., Fork Length)
- ✓ All measurements must be **associated to a measurement tool** (e.g., calliper)
- ✓ Always reference if the **length taken** was measured in a **straight or curved** line
- ✓ All measurements **must be recorded using IOTC ROS approved codes**
- ✓ Always measure a fish on a flat surface.
- ✓ Never measure a crushed, broken, deformed or curved fish.

RECORDING WEIGHTS

- ✓ *Weights are recorded to the **nearest kilogram**.*
- ✓ If the weight of the species is 34.2 kg round the value down to 34 kg.
- ✓ If the weight of the species is 34.6 kg round the value up to 35 kg.
- ✓ If the decimal place is 0.5 (that is, exactly half a kilogram), it should be rounded up. This means if the weight of the species is 35.5 kg, it will be rounded up to 36 kg.
- ✓ *Weights are always associated with an IOTC code for **processing type** (state) and an IOTC code for **estimation method** (tool).*





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ANY QUESTIONS?



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