Indian Ocean Tuna Commission
Commission des Thons de l'Océan Indien

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IOTC e-PSM Application

User Manual for the Port State Competent Authority

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Version history:

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DISCLAIMER

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
PAD   Port Activity Dashboard
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
TRX-TDD   Transhipment declaration as a Donor Vessel
TRX-TDR   Transhipment declaration as a Receiver Vessel
VF   Vessel File
VFD   Vessel File Dashboard
VMS   Vessel Monitoring System

1   Who is this manual for?

This manual is for the use of Port State Competent Authorities ("PSCA") of IOTC CPCs, in which ports vessels can request entry, 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 (FAQ) at the end. If you cannot find an answer in this document, please contact epsm@iotc.org.

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 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:
  - o 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:
  - o 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:
  - o 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.
  - o 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 Port Activity Dashboard

As a PSCA, the heart of the IOTC e-PSM applicationapplication is the Port Activity Dashboard ("PAD"). The PAD allows you to consult e-PSM files: incoming AREPs, look at the status of vessels calling in your port, submit Port Inspection Reports, etc.

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Definitions: the Vessel File

The Vessel File (FV) or e-PSM vessel file is created as soon as a form is completed (generally an AREP) and submitted in the e-PSM application.

There are two entry points to create a Vessel File, but the core process remains the same:

- From the IOTC website – suitable for vessel representatives,
- From the e-PSM application's Port Activity Dashboard – suitable for port State users that may have received a paper version of an AREP (e.g. by fax).

The Vessel File acts as a "data folder" or a "vessel activity folder". It is made of the different data and information submitted in each forms and the forms themselves.   A complete overview of the Vessel File content and attached forms is accessible from the Vessel File Dashboard.

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To access your PAD, go to the IOTC e-PSM website: http://epsm.iotc.org then click on the "Login to PAD" link.

Figure 2 The IOTC e-PSM home page

On the Login page, enter your user name and password then click "Sign in".

Figure 3 The IOTC e-PSM login form

You will then be presented with the PAD for your port.

Figure 4 The Port Activity Dashboard

If your user account has been assigned several ports (for example you are managing all the ports in your country), then the system will load by default the PAD for the first port in alphabetical order. To switch to another port, simply click on the "Switch port" menu at the right of the PAD banner and select the port you wish to manage.

Figure 5 The Port Activity Dashboard "Port switcher"

The PAD for that port will be immediately loaded.

On your PAD, you can:

- Create a new e-PSM file (AREP, PIR, etc.),
- Browse the list of current open Vessel Files,
- Search for current, open Vessel Files,
- Search for archived, closed Vessel Files,
- Access open or archived Vessel Files

4.1   Listing and Searching Vessel Files

By default, your PAD shows a list of all the current, open Vessel Files.

Click on an E-PSM file number to open the vessel file dashboard (FVD).

E-PSM file number	Status	Entry	Vessel flag	Vessel name	IRCS	Type of vessel	Last form	Vair
Arc2_34 SOUTH_AUS_201506152_1	OPEN		AUS	34 SOUTH		Longliners		
Arc2_Olivier's Pride_FRA_201506153_5	OPEN	2015-06-04 10:00:00.0	FRA	Olivier's Pride	XXYY	Longliners-Pole and Line vessels	AREP 02/06/15 15:46	
Arc2_TREVIGNON_FRA_201506153_4	OPEN	2015-06-02 08:05:00.0	FRA	TREVIGNON	FMJQ	Purse seiners	AREP 02/06/15 08:28	
Arc2_TREVIGNON_FRA_201506152_2	OPEN	2015-06-01 05:51:00.0	FRA	TREVIGNON	FMJQ	Purse seiners	NFV 01/06/15 19:47	
Arc2_ALICE_FRA_201506152_3	OPEN	2015-06-01 07:03:00.0	FRA	ALICE	FGG4464	Longliners	PIR 01/06/15 19:19	

Figure 6 The list of open Vessel Files

A Vessel File is "open" until it has been *archived* by the PSCA: it means the file is still active, and that new information will/might be added to it. When the file is deemed closed, usually after the vessel has left port and all forms and information have been submitted in a satisfactory manner, then the file is archived (See Section 12 "The Vessel File Status") and will only be accessible in a read-only way.

The list of Open Vessel Files shows all the active files in chronological order, with the following information:

- **e-PSM file number**: a number generated by the e-PSM application: click on it to open the relevant Vessel File Dashboard where you can see details about the Vessel File. Vessel Files for which as form is awaiting a reply are displayed **in red**.
- **Status**: whether the file is OPEN or ARCHIVED,
- **Entry**: the date of entry into port (as indicated in the AREP or in the PIR),
- **Vessel Flag**: The vessel's Flag,
- **Vessel name**: The vessel's name,
- **IRCS**: the vessel's International Radio Call Sign,
- **Type of vessel**: the vessel's type,
- **Last form**: the last e-PSM form that has been submitted regarding that vessel, along with the date and time of submission of said form. Clicking on the form's name (AREP, NFV, PIR…) allows you to display the PDF version of that file,
- **VAIR**: the Vessel Activity & Intelligence Report flag will show a "Warning" icon if there is a potential issue detected regarding that vessel (see section 7 "The Vessel Activity Intelligence Report (VAIR)").

If you are looking for a particular vessel files and there are too many files in the list, it is an archived file or you want to find all files relating to a given vessel or a given flag, you can use the "Search e-PSM Files" form.

Search e-PSM Files

You can search an e-PSM file by using the search engine below. You can query the E-PSM files database by entering any keywords (IOTC number, vessel name, National Registration Number (NRN), International Radio Call Sign (IRCS), International Maritime Organisation (IMO) number, gear), by type of vessel, by flag and by date (From/To). You can narrow your search by selecting "Active file only", only the e-PSM files active will be displayed.

Keywords	Type of vessel
	-
From	To	Vessel flag
		-

☑ Active files only   Reset   Submit

Figure 7 The "Search e-PSM Files" form

You can search using the following criteria:

- **Keyword**: enter all or part of an IOTC number, vessel name, National Registration Number (NRN), International Radio Call Sign (IRCS), International Maritime Organisation (IMO) number or gear,
- **From-to** : select a date range within which you want to search for vessel files,
- **Type of vessel**: select a type of vessel,
- **Vessel flag**: select the flag of the vessel you want to find,
- **Active files only**: selected by default, it restricts the search for open, active files. If you want to search for archived files, deselect this box.

When you have selected your search criteria, click the "Submit" button to display the list of matching Vessel Files.

Figure 8 An example of Vessel File search based on the vessel's name

You can also clear the whole form by clicking on the "Reset" button.

4.2 Consulting a Vessel File

If you click on a Vessel File number in the list, the Vessel File Dashboard ("VFD") will be displayed.

<p align="center">**Figure 9 The Vessel File Dashboard**</p>

The VFD is composed of several sections (some sections are detailed in a dedicated paragraph further below):

1. **The Vessel Identification details**: all the details related to the vessel itself are listed here: name, flag, IRCS, RFMO number, dimensions, etc. If needed, you can edit this information by clicking on the "Update Vessel Identity" link. Please note that any modification to a vessel's identification data will be notified to the IOTC Secretariat, in order for them to update the Record of Authorized Vessels accordingly, after validation with the vessel's Flag State.

2. **The Vessel File reference and status**: the Vessel File attributed by the IOTC e-PSM application, the date and time of creation, the name of the person who created the file (you can click on the name to send an email to that person). On the right you will find the status of the file: "OPEN" means the file is still active (usually the vessel is due to arrive in port or is already in port) and ARCHIVED means the file is not active anymore (usually once the vessel has left port and all pending requests have been satisfied).

Reminder

Once a Vessel File can be considered as "Closed", usually when the vessel has left the port of call and all relevant documents have been provided (e.g.: responses to RAI-PIR), *please remember to update the Vessel File's Status from "OPEN" to "ARCHIVED"* (see section 12 *"*The Vessel File Status*")*.

The Vessel File will not be shown anymore in your PAD (though you can consult it by searching for the vessel and unchecking the "Active files only" box) and the next time an AREP is submitted by that vessel, it will create a new Vessel File.

3. **Vessel activity in port of** call: date and time of intended call, port of call, purposes of call.
4. **Vessel Activity Intelligence Report** (VAIR) summary: this gives you a list of warnings regarding the vessel, which require special attention (see section 7 "The Vessel Activity Intelligence Report (VAIR)").
5. **Vessel photographs**: a collection of photographs of the vessel, to which you can add your own (See Section 6 "Vessel photographs"). Click on a picture to see it in full size.
6. **Contacts** for that vessel: you can add, edit or remove contacts in that list (see Section XXX).
7. **Forms**: this shows the list of forms (AREP, RAI-AREP, PIR…) that have been submitted for that vessel and allows you to create a new form for that vessel (see Section XXX).
8. **File Sharing**: this lists the users with whom the Vessel File has been shared. From there, you can share a file with other users or unshared a file (see Section 11 "Sharing a Vessel File").

4.3 Creating a new e-PSM file

A Vessel File has not been automatically created by a Vessel Representative submitting an AREP through the IOTC e-PSM process, but as a PSCA user you can create a new Vessel File when:

- A Vessel Representative has submitted an AREP not using the IOTC e-PSM application, for example by fax or by email,
- A vessel has called in port without an AREP and the PSCA has decided to conduct a Port Inspection of said vessel.

To create a new Vessel File, connect to your PAD and simply click on the "Create new e-PSM file" button at the top of your PAD. The process for creating a new vessel file is detailed in the dedicated sections below.

Create a new ePSM file

Figure 10 The "Create a new e-PSM file" button

4.3.1 Searching for a vessel

The first step of the creation of a Vessel File is to specify which vessel it will concern.

- Start by Searching for the 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 the vessel and click the button "Search a vessel". Note that you can enter partial information, like just part of the vessel name.

Figure 11 Searching for a vessel

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

Figure 12 List of vessels found matching the user's query

- o if the 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 the vessel (e.g.: the vessel hasn't yet been registered with IOTC by its flag State or the 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 4.3.2).
  - o if the vessel is listed in the results, verify that the identifiers listed in the table correspond to the vessel, to be absolutely certain that it is *the correct* vessel, then, if so, simply click on its name to select it and continue the process (Section 5).

4.3.2 Creating a vessel

If the vessel for which you need to create a file is not in the IOTC e-PSM database of vessels, then you will have to create a new vessel.

- To create the 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 the vessel.

4.3.2.1 Vessel identification

Vessel Identification

This form has been prefilled with the information from the IOTC Record of Authorised Vessels. Please, verify the information and complete the missing fields and complete the information on VMS (National, RFMOs or No VMS), then select the type of VMS onboard the vessel and transmitting to the FMC of your flag State.

Name and Type

Name of the vessel

Enter the name of the vessel as written in your National Certificate of Registration or your National Authorisation to Fish. Eg: Bernica.

Flag

Aruba

Select a country in the list. Eg: Australia.

Type of the vessel

Pole and Line vessels

Select the type of the vessel in the list. Eg: Longliners.

Gear type

Purse seines ▾

Identification Numbers

IOTC identification number

IOTC

Enter the IOTC number allocated to your vessel, by which the vessel is registered / authorised by IOTC. Eg: 008614 (6 digits).

International Radio Call Sign

Enter the International radio call sign (IRCS) of the vessel. Eg: TTFC

Port of registration

Port of registration

Maritime mobile service identity number

Enter the Maritime Mobile Service Identity number (MMSI) of the vessel. Eg: 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). Eg: Durban (Port of Registration)

Certificate of registry identification number (or national registration number)

Enter the national registration number (NRN) of the vessel. Eg: FRA0008544300.

IMO identification number

IMO

Enter (if available) the International Maritime Organisation (IMO) number/ Lloyds Register identification number of the vessel. Eg: 1234567 (7 Digits)

Dimensions

Length overall

Enter the length overall of the vessel. Eg: 54,5

Beam

Enter the beam of the vessel. Eg 12,6

Draft

Enter the draft of your vessel. Eg: 6,5

VMS

VMS onboard the vessel

○ Yes : national

○ Yes : RFMO(s)

○ No

Record if the vessel has a VMS fitted on board the vessel. Tick the appropriate box.

VMS type

☐ Argos

☐ Inmarsat

☐ Inmarsat C

☐ Inmarsat D/D+

☐ Iridium

☐ No VMS

☐ Orbcomm

☐ Qualcomm

☐ VMS Unspecified type

☐ Other

The type of VMS. Example: INMARSAT-C, Argos, Euteltracs, Iridium

Inmarsat

Enter the INMARSAT number of the vessel. Eg: 322825520 (9 digits)

Next step

Figure 13 Creating a new vessel: Vessel Identification form

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

Name and Type

Figure 14 Creating a vessel: Name and Type

- **Name of the vessel:** here, enter the name of the 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 the vessel (where the vessel is registered).
- **Type of the vessel:** click on the menu and select the Type of the vessel.
- **Gear Type:** click on the menu and select one or more gear types used by the vessel; to close the menu, simply click outside the menu.

Figure 15 Creating a vessel: Name and Type: Gear Types

Tip: Where to find the name and type of the vessel

If an AREP has been submitted manually, use the information provided. If no AREP has been submitted, verify the 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 16 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 the 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 the Flag State to solve the issue.
- **International Radio Call Sign**: enter the vessel's International Radio Call Sign (IRCS), assigned by the national licensing authority of the Flag country of the vessel.
- **Port of registration**: to select the port of registration of the 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 17 Creating a vessel: port of registration

- **Maritime mobile service identity number:** enter the Maritime mobile service identity number (MMSI) of the vessel as issued by the flag State (9 digits).

- **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, 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 the vessel as issued by the flag State.
- **IMO identification number:** Enter (if available) the International Maritime Organisation (IMO) number/ Lloyds Register identification number of the vessel (7 digits).

TIP: Where to find the identifiers of the vessel
If an AREP has been submitted manually, use the information provided. If no AREP has been submitted, verify the vessel's documentations on board to find the identifiers: national certificate of registration, Ship radio station license and safety documents.

Vessel dimensions

Figure 18 Creating a vessel: Dimensions

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

Tip: Where to find the dimensions of the vessel?
If an AREP has been submitted manually, use the information provided. If no AREP has been submitted, verify the 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

<div align="center">Figure 19 Creating a vessel: VMS (Vessel Monitoring System)</div>

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

Finalizing the creation of the vessel

- To create the vessel and proceed to the next step of the creation of the Vessel File, simply click the "Next Step" button at the bottom of the page.

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 *delete* the vessel photograph from the system;
- ✏ 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),
- ✎ will allow you to open a saved PIR and resume completing it.

5   Vessel Contacts

The Vessel Contacts section of the Vessel File Dashboard shows you a list of the contacts that are currently assigned to the vessel.

Vessel contacts

This form has been prefilled with the information related to the vessel identified. Use the vessel contact section to enter the information on the master and/or agent and/or owner and/or operator and/or beneficial owner (Name, nationality, telephone, facsimile, address, email).

Type of contact	Name	Phone	Mobile	Fax	Email	Current contacts	Action
Owner	GRONDIN ERIC JOSEPH	546436543645645			spiredda@yahoo.com	☑	☑ ✖
Master	GRONDIN ERIC JOSEPH	4334264326			spiredda@yahoo.com	☑	☑ ✖

Add contact

Figure 20 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 a new vessel has been created, 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 an AREP is processed for the vessel 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 the flag State to register the vessel with IOTC. In this case, you will have to complete the information and provide the nationality, telephone, fax, email of owner and operator.

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 a Vessel File is created for that vessel, there is no need to enter them again (only update of those contacts, if the details of the contacts have changed).

It is crucial to provide the contact of the master, the owner and the agent 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.

5.1.1.1   Adding contacts to a vessel

To add a new contact for the vessel, click on the "Add contact" button at the bottom of the list of current contacts. You will be presented with the Vessel Contacts search tool.

- Start by searching whether the relevant contact is already in the e-PSM directory: to do that, simply type part of the contact's name in the field and click the "Search" button. The system will display a list of contacts matching your search.
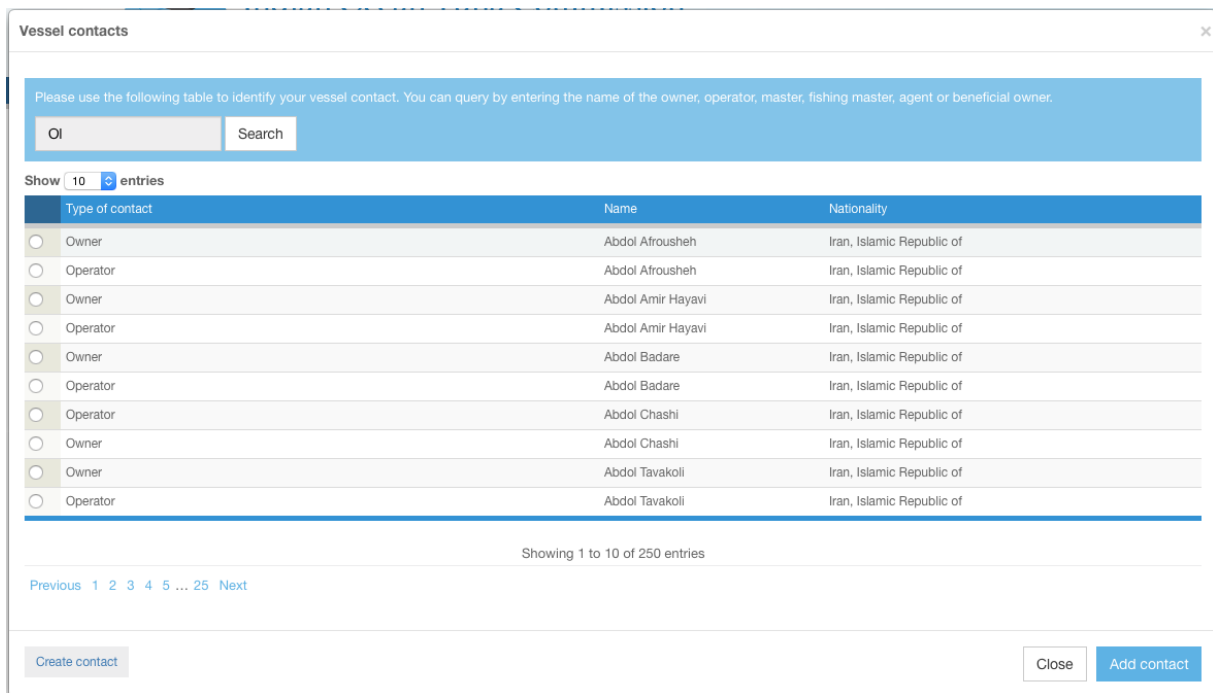
Figure 21 The Vessel Contacts search tool

- If the contact you want is listed in the results, select it and click the "Add contact" button. You will be returned to the Vessel Contacts screen which will show the newly added contact in the list of Vessel Contacts.

Figure 22 The Vessel Contacts screen showing contacts assigned to a vessel

Note: you can remove a contact from this list by clicking on the small blue "✖" in the "Action" column. *This will only remove the contact from that particular Vessel Contacts, but the contact will still be in the e-PSM directory.*

5.1.1.2 Creating a new contact

If the contact you are looking for is not already in the e-PSM directory, then you will have to create it. On the Vessel contact search page, click on the "Create contact" button to open the Vessel Contact creation 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.
- **Email1, email2 and email3**: enter at least one 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 address

When entering a telephone, fax and 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 23 The Vessel Contact creation form

When you have filled all the contact's details, click the "Add contact" button. The new contact will be added to the Vessel Contacts list and also to the e-PSM directory, so you will be able to select it for other vessels, if needed.

5.1.1.3   Editing an existing contact

If you need to change some information about an existing contact, simply click on the "Edit" icon ( ) in the Action column for the relevant contact.

You will then be presented with the Vessel Contact form (see 5.1.1.2 above) where you can modify the contact's details.

When you have finished modifying the contact, click the "Modify this contact" button to return to the list of the vessel's Contacts.

6   Vessel photographs

Photographs of a vessel can be a useful tool for identification purposes, especially during Monitoring, Control and Surveillance (MCS) operations.

The IOTC e-PSM application allows you to add photographs to a vessel, which will appear in its Vessel Files.

Figure 24 The Vessel Photographs section of the Vessel File

You can:

- Add a photo: click the "Add photo" button to open the "Add photo" dialog:

Figure 25 The Vessel Photographs "Add photo" dialog

   o **Photograph**: click the "Select file" button and in the pop-up file explorer, select the relevant photo file (JPEG or PNG) 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 a couple Megabytes).
- o **Description**: enter a short description of the photograph.
- o **Photographer's name**: enter the name of the person who took the picture.
- o **Tag**: select the type of photograph from the proposed list.

when done, simply click the "Add photo" button and the photograph will be added to the Vessel. You can add as many photographs of the vessel as needed.

- Edit a photo's details: click on the Edit icon (🖉) to edit a photo's details (same process as for adding a photo)
- Delete a photo: click on the Delete icon (🗑) in the Action column to delete a photo.

You can click a photo's thumbnail to display it in full size in a separate window, so you can have a detailed look at it, download it, print it or include it in a document.

7   The Vessel Activity Intelligence Report (VAIR)

The VAIR is available as a reporting feature from the Vessel File Dashboard to inform the user about a potential issue called a "warning" regarding a vessel and its owner.

The VAIR is an intelligent report dedicated to a vessel and based on different sources of information to assist the port State in vessel risk assessment and to assign a high, medium/low risk profile to a vessel (e.g. regarding IUU listing, or poor compliance with IOTC resolutions).

The purpose of the VAIR is to compare declaration versus information in database(s), to flag any IUU listing, to offer a review of activity history (e.g. AREP, port called, Flag, and Owner) and list any relevant third party information.

The Vessel Activity Intelligence Report (VAIR) is automatically generated when a new Vessel File is created for a vessel:

- when an AREP is received, or
- when a Vessel File is created without an AREP,

it is a snapshot of the vessel's situation at the moment of the creation of the Vessel File and is not updated during the life of the Vessel File: it is a tool to help decision making when reviewing an AREP to decide to grant entry to a vessel or to deny it or deciding whether to conduct a Port Inspection focusing on the issues detected in the VAIR.

The following criteria are evaluated to produce the VAIR, sorted in three "levels" according to their importance/seriousness:

- **Level 1 criteria:** potential serious issues:
  - o Vessel listed as IUU;
  - o Flag State Authorization to Fish;
  - o Vessel listed in IOTC Record of Authorized Vessels;
  - o Vessel Identifiers Mismatch;
  - o Previous denial of port entry;
  - o Serious misreporting on previous catch declaration;
  - o VMS on board.
- **Level 2 criteria**: potential less serious issues:
  - o Previous IUU Listing;
  - o Owner in IUU List;
  - o First AREP for this port;
  - o Report of suspected infractions;
  - o No reply to RAI.
- **Level 3 criteria:** general information about the vessel's activity and life:
  - o Vessel particulars;

  o   Active vessel;
  o   Flag history;
  o   Owner history;
  o   License to fish in Coastal State waters;
  o   At-sea transhipment history.

The VAIR is used in three different locations and with three different displays/interfaces:

- VAIR Flag;
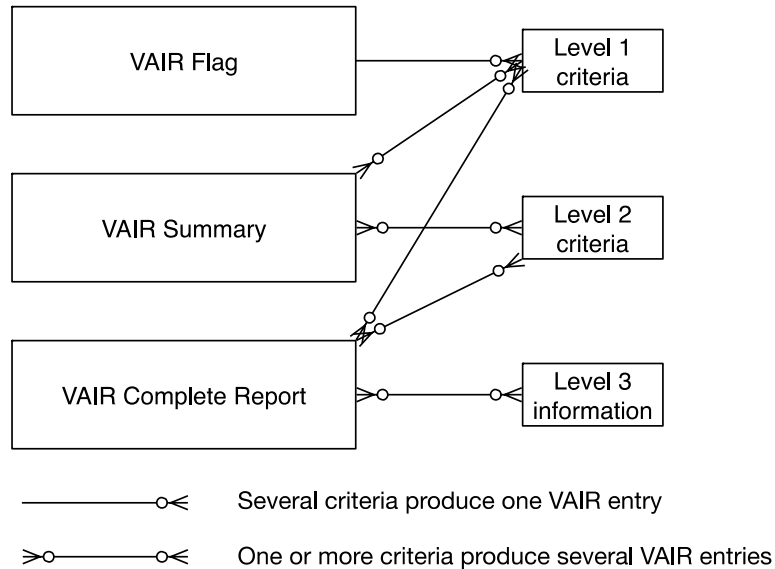- VAIR summary;
- VAIR complete report.

Figure 26 How the VAIR criteria and information are displayed in the ePSM application

Here is how each "display" is visualized in the e-PSM application:

1. **VAIR FLAG**: In the Port Authority Dashboard ("PAD"). The list of vessel files ("VF") shows a number of columns, the last of which is the VAIR column. This column contains a "**VAIR flag**", either a WARNING icon (⚠) if at least one of the Level 1 VAIR criteria is positive or a "no problem" icon if no Level 1 VAIR criteria is positive. *This display shows only Level 1 warnings, which means that there is a potential serious issue with that vessel: you should open the Vessel File and look at the VAIR Summary and VAIR Complete Report*.

Figure 27 The PAD list of vessel files showing the VAIR column

2. **VAIR SUMMARY**: the Vessel File shows a list of VAIR warnings in the form of a VAIR flag followed by a VAIR status text. *This display shows Level 1 and Level 2 warnings*. Only criteria from levels 1 and 2 which produce a "warning" will be displayed. "No problem" criteria will not be displayed.

Vessel Activity Intelligence Report (VAIR)

⚠ Flag State Authorization to Fish: NO

⚠ Vessel Identifiers Mismatch: YES

See the complete report

<p align="center">**Figure 28 The VAIR Summary section of a Vessel File**</p>

3. **VAIR Complete Report**: The VAIR complete report is **generated as a PDF document only**, reached by clicking the "See the Complete report" link in the "VAIR summary" section. *The VAIR complete report shows Level 1 and Level 2 warnings as well as Level 3 information*.

All criteria will be displayed on the VAIR Complete Report, whether they reveal an issue or not.

Reminder
The VAIR does not indicate whether a vessel is currently infringing any regulation or IOTC Resolution (though it will indicate so if the vessel is on an RFMO IUU list and is thus an IUU Vessel): it is a tool to highlight possible issues regarding a vessel, which should require attention by the Port State when considering whether or not to grant access to its port to a vessel following an AREP and, if access is granted, whether or not to conduct a Port Inspection or monitor the vessel's offloading activities.

Tip: using the VAIR
When looking at your PAD, pay attention to the VAIR column: if a Vessel File is showing the VAIR "warning" icon (⚠), then you should immediately open the Vessel File and look at the VAIR Summary, which will tell you what the major issues are.
From the Vessel File, you can download the VAIR Complete Report to get the big picture regarding this vessel and decide how to proceed.
If a Port Inspection takes place, it is a good idea to provide a (printed) copy of the VAIR Complete Report to the Inspectors, as a reference during the inspection.

8   The AREP process

The e-PSM application offers Vessel Representatives 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 the Flag States CPCs have agreed to when they adopted Resolution 10/11 in 2010.

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

- **FASTER REQUEST:** It fastens the vessel's entry into port and the decision making process of the port State,
- **PAPERLESS REQUEST:** It reduces paper works for the vessel's representative, and the port State,
- **ENHANCED COMMUNICATION:** It provide a direct communication platform between the vessel's representative and the Competent Authority of the port State.

As already mentioned, the AREP should be submitted by the vessel's representative using the IOTC e-PSM application but, if it is submitted to the PSCA directly by fax, email or other means, then the PSCA will have to enter the AREP in the system to initiate the process.

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. Alternatively, the AREP can be transmitted by email, fax etc. and it will then be entered in the IOTC e-PSM application by the PSCA. The PSCA reviews the AREP, asks 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.

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).

8.1   How is an AREP submitted?

There are two ways to fill an AREP form:

1. The new way: the vessel's representative goes to the e-PSM section of the IOTC website: http://epsm.iotc.org and starts filling an electronic version of the AREP. In this case, you will directly receive the AREP in your PAD.
2. The old way: the vessel's representative fills in the paper form as specified in annex 1 of the Resolution 10/11 and transmits it to the relevant PSCA, which will have to enter the AREP in the system. This is the process that is described below.

8.2   Receiving an AREP

- Connect to your PAD (see Section 4 "The Port Activity Dashboard"),
- The newly submitted AREPs will be listed in the PAD's List of e-PSM files, highlighted in red: you should consult that AREP and take a decision on it:
    - o   request additional information by creating a RAI-AREP form (see Section 8.4 "Sending a RAI-AREP and receiving a response"), or

send a notification to the fishing vessel about granting or denying entry to port (see Section 0 "

      o   Sending a Notification to a Fishing Vessel").

8.3   Completing the AREP form

Once you have selected or created the Vessel File for which you want to create an AREP (which has been submitted through other means than the IOTC e-PSM application), you will be presented with the Vessel File Dashboard, which shows details about the Vessel File.

Tip: review the vessel's details

Take some time to review the details about the vessel's identifiers, photographs and contacts and make additions or corrections, as required (see sections 4.3.2.1 and 5 above).

Pay also attention to the vessel's VAIR Status as this could reveal potential issues (see section 7 above).

In the "Forms" section, click on the Form creation menu and select "Advanced Request for Entry in Port (AREP)" and click the "Create" button.
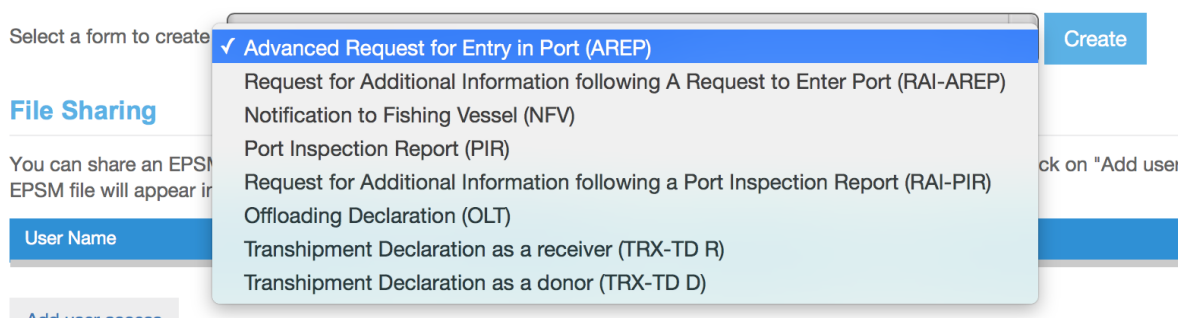
Figure 29 Selecting the AREP in the Form creation menu

You will then be presented with the "**Authorisations & Catches**" form.

8.3.1   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 30 The AREP "Authorisations & Catches" form

Tip: filling and AREP's "Authorisations & Catches" form

To fill this form, use the information in the AREP that was submitted "manually": the digital AREP entered in the IOTC e-PSM application should be the exact reflection of the original AREP as it was submitted by the Vessel Representative.

8.3.1.1   Purpose and port of call

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

Purpose and port of call

Record the reasons for the vessel requesting port access: transshipping, packaging, processing of fish, refueling, resupplying, maintenance, dry-docking, force majeure.

Intended port of call

Archipelagic Fishing Port Palabuhanratu-West Java ▾
Select the intended port of call from the list. Eg: Cap Town.

Estimated local date and time of arrival

2015-06-04 10:00   🗓   ✓
Select the intended port of call from the list. Eg: Cap Town.

Port of last port call

Benoa, Bali, ID (IDBOA)
Enter the name of the last port visited by the vessel. Eg: Port Louis.

Date of last port call

2015-05-20   🗓
Select the date of the last port call from the calendar.

☐ **Observer on board**
Tick the box if an observer is present on board the vessel.

Purposes   ✓

☐ Change Crew
☐ Drydocking
☐ Force Majeure
☐ Inspection
☑ Landing
☐ Maintenance
☐ Packaging
☐ Processing Fish
☑ Refueling
☑ Resupplying
☑ Transhipment
☐ Other

Tick one or several reasons. Eg: Landing, Refuelling.

Figure 31 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: the 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.*

Intended port of call

Abbot Point ▾

🔍 archipe ⊗

Indonesia
○ Archipelagic Fishing Port Palabuhanratu-West Java

Select the intended port of call from the list. Eg: Cap Town.

Figure 32 Selecting a port of call

- **Estimated local date and time of arrival:** to indicate when the 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 the 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.*
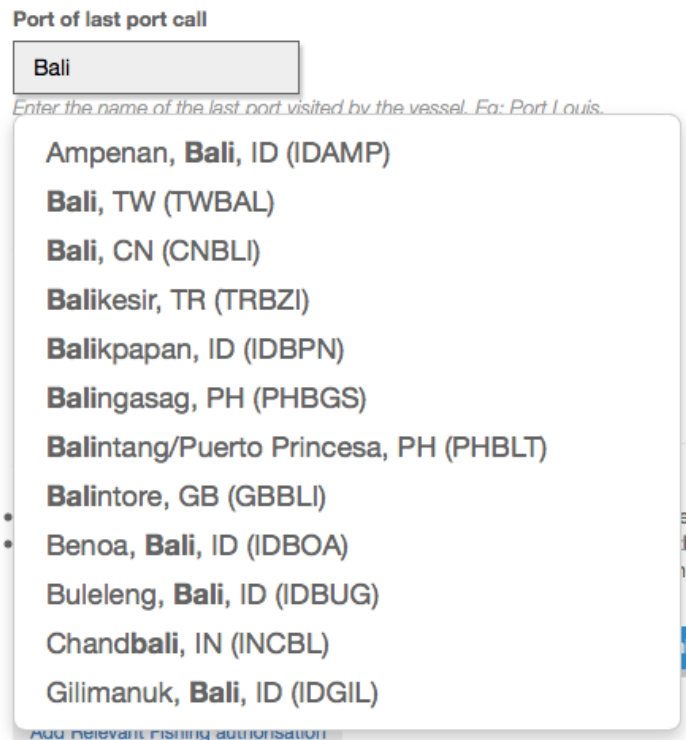
Figure 33 Selecting the last port of call

- **Date of last port call:** to indicate when the 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 the vessel's upcoming port call. If you select "other", please describe the purpose in the field below,
- **Observer on board:** if the vessel has an observer on board, please check this box.

8.3.1.2   Relevant Fishing Authorisation(s)

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

Figure 34 the Relevant Fishing Authorisation(s) section

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

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

Figure 35 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 36 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 37 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.
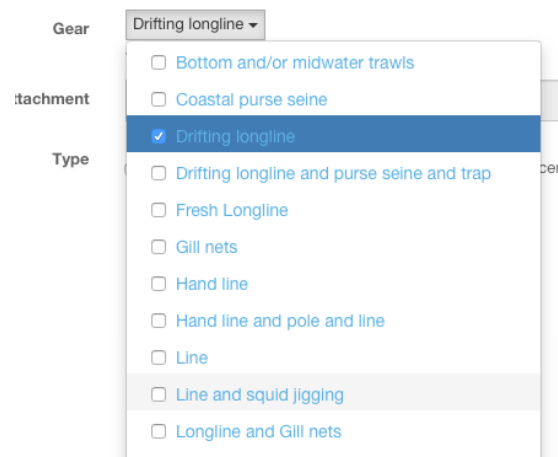
Figure 38 The (authorised) Gears selection menu

- **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 a couple Megabytes).
- **Type**: select whether this is a "Flag State Authorisation to Fish (ATF)" or a "Coastal State Fishing License".

Figure 39 The Type of fishing authorisation selection

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

Repeat the process for each relevant fishing authorisation.

Figure 40 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.

8.3.1.3 Relevant Transhipment Authorisation(s)

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

Relevant Transhipment authorisation(s)

Provide the information on your Transhipment Authorisation issued by your flag State and information on any Transhipment Authorisation(s) issued by a Coastal State(s), if Transhipment(s) has occurred in the waters of a Coastal State.

Identifier	Issued by	Valid from	Valid to	Attachment	Action

Add relevant transhipment authorisation

Figure 41 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 42 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 a couple Megabytes).

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

Repeat the process for each relevant transhipment authorisation.

Relevant Transhipment authorisation(s)

Provide the information on your Transhipment Authorisation issued by your flag State and information on any Transhipment Authorisation(s) issued by a Coastal State(s), if Transhipment(s) has occurred in the waters of a Coastal State.

Identifier	Issued by	Valid from	Valid to	Attachment	Action
FR-TRX23456	FRA - Ministre de l'écologie, du développement durable et de l'énergie - Orthongel	2015-01-01	2015-09-01		✗

Add relevant transhipment authorisation

Figure 43 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.

8.3.1.4   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).

Figure 44 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 45 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 46 Transhipment in port: port selection

- o 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 47 Transhipment at sea: entering latitude and longitude

- **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.
  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.

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.

Date	Port/Sea	Location	Receive/Offload	Vessel name	Flag	Id number	Species	Product form	Catch area(s)	Quantity	Action
2015-05-20	P	Port Louis (MU)	R	The Tuna Queen	Faroe Islands	IRCS: 45678	Albacore tuna, Yellowfin tuna, Bigeye tuna	Whole/rounded - Not processed	Indian Ocean High Sea	650	✕☑
2015-05-29	S	05.23S-066.24E	D	The Big Kahuna	Fiji	NRN: FJI123456789	Black marlin	Head off, Gilled & Gutted, Tail off	SWIOFC	300	✕☑

Add transhipped species/product

Figure 48 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.

8.3.1.5 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.

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

Add Evaluation of offloaded catch

Figure 49 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 50 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	Whole/rounded - Not processed	Indonesia,IOTC	1400	1300	0	✖☑
Skipjack tuna	Whole/rounded - Not processed	Indonesia,IOTC	800	0	700	✖☑

Add Evaluation of offloaded catch

Figure 51 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.

8.3.2 Previewing the AREP

In this section, you will be able to:

- preview the content of the 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 52 The AREP preview screen

8.3.2.1 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.

Please make sure that the information in this document are correct and reflect accurately the information in the AREP submitted by the Vessel Representative, before submitting the AREP.

8.3.2.2   Attachments

You can attach any digital file in support to the AREP submission.

If the AREP has been submitted manually (for example by fax), you have received an AREP in a paper format with (or without) documents attached to it. In the case where documents were attached to it, you must scan those document and attach them to the AREP in this section.

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

Figure 53 AREP preview screen: attachments

Please pay attention to the size of the documents you submit and avoid files more than a couple 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. As the competent authority of the Port State you can define the mandatory documents that the vessel must provide 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.

8.3.2.3   Additional Recipients

By default, the AREP 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 8.3.2.4 below),
- the Competent Authority of the Port State.

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

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- 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 (e.g. Institution name/person name)) then enter a valid email address for the recipient;
- to remove a recipient, click on the Delete icon (✖) in the "Action" column.

Figure 54 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 of the status of the vessel.
>
> 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.
>
> Remember that you can add as well other type of recipients, such as:
> - Vessel contacts: *Beneficial owner, Owner, operator, Master, Fishing master, agent of vessel*;
> - Any CPC in its *Flag State, Port State* or *Coastal State* responsibility;
> - Any other State: *State of vessel's master nationality, Flag State of vessel that have transhipped to inspected vessel, Flag State of carrier vessel*;
> - IOTC Secretariat;
> - Any RFB / RFMO;
> - Any international organisation: *Interpol, FAO*…

8.3.2.4   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 Vessel Representative: this contact will receive a copy of the AREP and will also receive the RAI-AREP, if any, as well as the Notifications to Fishing Vessels (NFV) with the decision to grant or deny access to port,
- Read the disclaimer below and confirm that you agree by checking the box,
- Click the "Submit" button to send the AREP.

Validation

Sender of the Advance request to enter port

Olivier Master (Master)

☑ By clicking submit, we declare that:
- The above declaration is true and complete to the best of my knowledge and belief,
- I and my vessel have not engaged in or supported any form of iuu activity within the IOTC area,
- All fishing activities undertaken in the IOTC area were fully compliant with the relevant IOTC requirements and resolutions

This form will be automatically sent by email to the responsible party, in charge of port state measures. you can add further recipients using the "recipients" table on this page.

Submit

Figure 55 AREP preview: Validation

8.3.3 AREP submission

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

ADVANCED REQUEST FOR ENTRY IN PORT (AREP)

Olivier's Pride
France (EU)

IRCS : XXYY
IMO id : 1234567

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

Estimated date and time of arrival :
Thu 04 June 2015 - 10:00 UTC

Port of call :
Archipelagic Fishing Port Palabuhanratu-West Java

Arep received :
Sun 14 June 2015

1 SEARCH — 2 IDENTIFICATION — 3 CONTACTS — 4 AUTHORISATIONS & CATCHES — 5 PREVIEW — 6 SUBMISSION

AREP submission

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 Main Details

Intended Port of Call	Archipelagic Fishing Port Palabuhanratu-West Java
Vessel Name	Olivier's Pride
Purpose(s)	• Landing • Refueling • Resupplying • Transhipment
ETA	2015-06-04 10:00 UTC
Date Submitted	2015-06-14 09:21 UTC

Figure 56 AREP submission: summary

- You are presented with a short summary of the 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 the recipients a link to check the AREP/Vessel File status,
- The AREP will be notified to the relevant Port State Competent Authority and to the various Additional recipients you might have added;
- The AREP will appear in your PAD and you will then be able to act on it: request a RAI-AREP, send an NFV, enter a PIR, etc.

Reminder

Thirty days after an AREP has been submitted, a PDF copy of the AREP excluding the transhipment and catches information will be automatically published in the Information Sharing section (Module 2) of the IOTC e-PSM website, where it will be accessible only to IOTC CPC users.

8.4   Sending a RAI-AREP and receiving a response

If you (the Competent Authority of the port in which the vessel intends to call) require additional information regarding an AREP that was submitted, you can send a Request for Additional Information following an AREP (RAI-AREP) to the Vessel representative or other parties.

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.

Consult the page on the e-PSM referentials (http://epsm.iotc.org/library/referential) to check the full list of documents you can request.

To start the RAI-AREP process, open the relevant vessel file and click on the Form creation menu, select "Request for Additional Information following a Request to Enter Port (RAI-AREP)" and click the "Create" button.
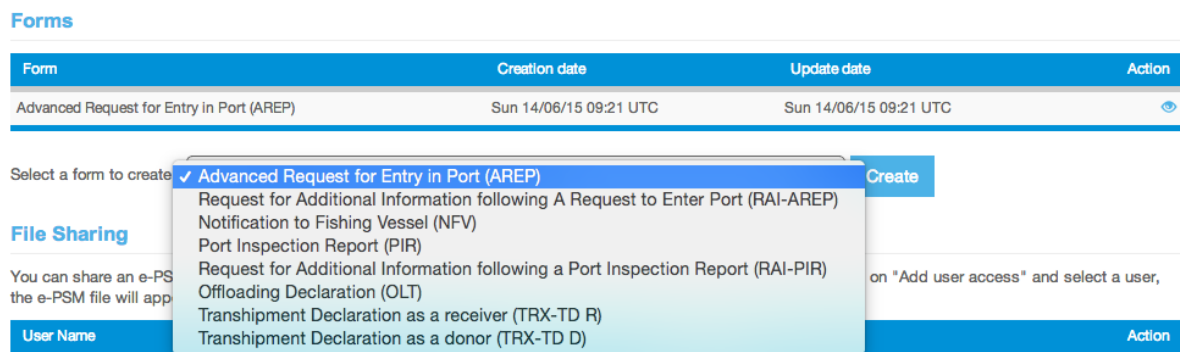

Figure 57 Selecting the RAI-AREP in the Form creation menu

You will then be presented with the RAI-AREP form.

The RAI-AREP filling process is made in three steps:

- completion,
- preview,
- submission.

8.4.1   Completing the RAI-AREP form

On this screen, you will enter details about the additional information that you request. Note that you are provided with a link to download a PDF copy of the relevant AREP, for reference.

<div align="center">**Figure 58 The RAI-AREP form**</div>

8.4.1.1   Communicating Entities

- **Port State representative/Sender**: this is the name of the Port State staff responsible for e-PSM questions. It will usually be your name or the person on whose behalf you are sending the RAI-AREP.
- **Flag State / Vessel representative / Coastal State**: you can send a RAI-AREP to any of these entities, depending on what type of information you are requesting and which entity is supposed to provide it:
  - o **Type of recipient**: select the type of recipient for the RAI-AREP: Flag, Vessel representative or Coastal State,
  - o **Name**: the name of the recipient (person, company or institution),
  - o **Email**: the email of the recipient. *Be extremely careful when entering the email address as the RAI-AREP will be lost if the email contains an error*.

Note that, by default, that section will be pre-filled with the information about the Vessel Representative that were submitted with the AREP.

8.4.1.2   Requested documents

Tick the box located in front of each document you wish to request (you can request several documents in the same RAI-AREP):

- **Fishing Licence issued by a coastal State**: select the Coastal state which license you wish to request.
- **Authorisation to Fish/licence issued by the flag State**.
- **Transhipment Declaration**.
- **Fishing logbook**: using the From/To date pickers, select a date range for which you want a copy of the fishing logbook.
- **Vessel Certificate of National Registration**.
- **IOTC Transhipment Declaration**.
- **VMS track**: using the From/To date pickers, select a date range for which you want a copy of the VMS track.
- **Document of Identification of the vessel master**.
- **Other information/document**: indicate here any other document you might require.

When the form has been filled, click the "Next step" button.

Tip: In what circumstances and to whom I can send a request for additional information?
The purpose of the RAI-AREP is to request additional information to the vessel representative, the Flag State or a Coastal State when the Port State is not satisfied with the AREP submitted (you have some doubts) or information/documents are missing. This is a fundamental process before taking a decision: grant or deny entry into port.   **RAI-AREP sent to the Vessel Representative:** If the sender of the AREP (Master or agent) has not attached the Flag State Authorisation to Fish (ATF) then you can submit a RAI-AREP requesting such document to the Vessel Representative (Sender of AREP).   **RAI-AREP sent to the Flag State:** If you have doubts about a document submitted with the AREP (eg. ATF, but some parts not legible), then you can submit a RAI-AREP to the Flag State of the vessel to confirm and provide correct copies of the documents.   **RAI-AREP sent to the Coastal State:** If you have doubts about a coastal State fishing license submitted with the AREP or no license was provided, but you have indication that some catch on-board were harvested in the waters of a Coastal State, then you can submit a RAI-AREP to the relevant Coastal State to confirm and provide the Coastal State fishing license.   **YOU CAN SEND AS MANY RAI-AREPs AS NECESSARY.**   **FOR EXAMPLE YOU CAN SEND A FIRST RAI-AREP TO THE VESSEL REPRESENTATIVE AND A SECOND ONE TO THE FLAG STATE OF THE VESSEL.**

REQUEST FOR ADDITIONAL INFORMATION FOLLOWING A REQUEST TO ENTER PORT (RAI-AREP)

Olivier's Pride France (EU)	IRCS : XXYY IMO id : 1234567	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
Estimated date and time of arrival : Thu 04 June 2015 - 10:00 UTC	Port of call : Archipelagic Fishing Port Palabuhanratu-West Java	Arep received : Sun 14 June 2015

1 COMPLETION —— **2** PREVIEW —— **3** SUBMISSION

Complete the request for additional information for AREP (RAI-AREP)

Before authorising the vessel to enter your port, you can request additional information to the competent authority of the flag State of the vessel or the representative of the vessel to confirm that the fish on board the vessel was taken in accordance with applicable requirements of the IOTC.

[Download AREP PDF]

Communicating entities

By sending this request, you will start a communication thread between the port State and the Flag State of the vessel or a vessel representative or a coastal State. An email will be sent to both entities whenever a document has been posted, or a new document is requested.

Port state representative

Name: Hermann Fish

Flag State / vessel representative / coastal State

Type of recipient: Vessel Representative | Name: Olivier Master | Email: olivier.master@mail.com

Requested documents

Tick the box located in front of the document(s) you wish to request.

☐ Fishing Licence issued by a coastal State [Angola]
Select the Coastal State which license you wish to require

☐ Authorisation to Fish/licence issued by the flag State

☑ Transhipment Declaration

☑ Fishing logbook [2015-01-05] [2015-06-01]
Select date From *Select date To*

☑ Vessel Certificate of National Registration

☐ IOTC Transhipment Declaration

☐ VMS track [From] [To]
Select date From *Select date To*

☑ Document of Identification of the vessel master

☐ Other information/document [ ]
Select the Coastal State which license you wish to require

[Next step]

Figure 59 A RAI-AREP form filled with the required information

8.4.2 Previewing the RAI-AREP

In this section, you will be able to:

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

<div align="center">**Figure 60 The RAI-AREP preview screen**</div>

8.4.2.1 Form preview

This section shows you an exact preview of the RAI-AREP PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer.

Please make sure that the information in this document are correct and accurate before submitting the RAI-AREP.

8.4.2.2 Attachments

Here you can attach any digital file in support to the RAI-AREP submission.

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

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

Tip: what documents can be attached to a RAI-AREP?

When you complete a Request of Additional Information following an AREP (RAI-AREP), you can attach for example an official letter (Letter from the Competent Authority of the port State) in support of your request.

8.4.2.3   Additional Recipients

By default, the RAI-AREP is automatically sent by email to:

- the recipient that was indicated during the RAI-AREP form completion (see 8.4.1.1 above),
- the Competent Authority of the Port State.

If you wish so, you can add additional recipients to which the RAI-AREP will be sent by email:

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- 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 (e.g.: Institution name/person name) then enter a valid email address for the recipient;
- to remove a recipient, click on the Delete icon (✖) in the "Action" column.

Figure 61 RAI-AREP preview: additional recipients

Tip: Who can I add as Additional recipients in a RAI-AREP?

It is recommended to copy the same recipients as for the AREP to ensure they will be informed at every stage of the e-PSM process.

8.4.2.4   Validation

The final step is submit the RAI-AREP:

- Click the "Submit" button to send the RAI-AREP.

The recipient of the RAI-AREP will be notified by an email sent to the contact address you indicated when filling the RAI-AREP. This email contains:

Figure 62 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;

Figure 63 A RAI-AREP PDF document

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

Figure 64 The Recipient's Vessel File status page showing that there is a RAI-AREP

You will then be presented with the "Submission" screen which presents a summary of the RAI-AREP that has just been sent, including a link to download a PDF copy of the RAI-AREP.

Figure 65 The RAI-AREP Submission summary screen

You can now click the link at the top of the screen to go "Back to your dashboard".

The PAD will show the Vessel File for the vessel as being at the "RAIAREP" stage:

Figure 66 The PAD showing a Vessel File at the RAI-AREP stage

If you click on the Vessel File number, the Vessel File Dashboard will also show the file as being at the RAI-AREP stage:

Figure 67 The VFD showing a Vessel File at the RAI-AREP stage

8.4.3   Receiving responses to a RAI-AREP

When the RAI-AREP recipient receives the RAI-AREP, she can upload the required documents through the IOTC e-PSM application. At the end of the process, the recipients will be notified by email that new documents have been uploaded and they can go to their PAD and open the relevant Vessel File.

To view the documents that were sent by the RAI-AREP recipient, click on the Attachments icon ( ) in the Action column for the relevant Vessel File and you will see the list of documents that were requested.

Figure 68 The RAI-AREP status page showing the requested documents and the files that were uploaded

Each document for which a file was uploaded is indicated by a Document icon ( ). Click on that icon to download the document to your computer.

If the RAI-AREP recipient has submitted a requested document via another mean than the IOTC e-PSM application (e.g.: by fax or email), you can yourself upload this document:

- click on the Upload icon ( ) in the " Action" column to open the Document Upload dialog:

Figure 69 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 a couple 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 RAI-AREP screen where the document for which you just uploaded a file will be marked with the Document icon ( ).

If you require additional documents from the same Recipient:

- click on the "Request a new document" button,
- in the "Request a new document" dialog, enter the following details:
  - **Requesting port officer**: this is the name of the Port State staff responsible for e-PSM questions. It will usually be your name or the person on whose behalf you are sending the RAI-AREP.
  - **Type of document**: select the type of document in the list.
  - **Response comments**: enter any additional comment in support of your request
- Click the "Submit" button to send the request to the Recipient.

Figure 70 The RAI-AREP dialog for requesting a new document

The RAI-AREP page will show the newly requested document. Add all the additional documents you wish to request, then click the "Notify update to parties" to send an email notification to all RAI-AREP recipients.

If you require additional documents from another Recipient, then simply go back to the Vessel File Dashboard and create a new RAI-AREP.

8.5   Sending a Notification to a Fishing Vessel

Resolution 10/11, paragraph 7, provides that the Port State shall decide whether to authorise or deny the entry of the vessel into its port and shall communicate this decision to the vessel or to its representative.

Once you have all the information required to take a decision regarding an AREP, you will have to send 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 the vessel will undergo a Port Inspection and the PSCA will then produce a Port Inspection Report (see section 9 below),
- Port entry denied: the vessel cannot enter port.

To start the NFV process, open the relevant Vessel File and click on the Form creation menu, select "Notification to a Fishing Vessel (NFV)" and click the "Create" button.

Forms

Form	Creation date	Update date	Action
Advanced Request for Entry in Port (AREP)	2015-06-02 15:46:54.0	2015-06-02 15:46:54.0	👁
Request for Additional Information following A Request to Enter Port (RAI-AREP)	2015-06-02 17:30:29.0	2015-06-02 17:30:29.0	👁📎

Select a form to create : Notification to Fishing Vessel (NFV)   Create
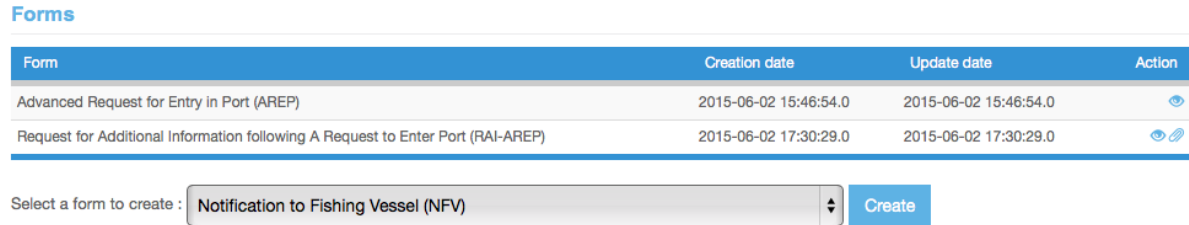
Figure 71 Selecting the NFV in the Form creation menu

You will then be presented with the NFV form.

The NFV filling process is made in three steps:

- completion,
- preview,
- submission.

8.5.1   Completing the NFV form

On this screen, you will indicate the decision regarding the vessel's AREP. To do this, simply tick the relevant decision's box:

- Port entry authorised,
- Port entry authorised, use of port facilities denied until completion of port inspection and written clearance received by competent authority,
- Port entry denied.

Figure 72 The NFV form, indicating that port entry has been granted

8.5.2 Previewing the NFV

In this section, you will be able to:

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

Figure 73 The NFV preview screen

8.5.2.1 Form preview

This section shows you an exact preview of the NFV PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer.

Please make sure that the information in this document are correct and accurate before submitting the NFV.

8.5.2.2 Attachments

You can attach any digital file in support to the NFV 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…).

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

Tip: What documents can be attached to an NFV?
When you complete a Notification to a Fishing Vessel (NFV), you can attach for example an official letter (Letter from the Competent Authority of the port State).

8.5.2.3 Additional Recipients

By default, the NFV is automatically sent by email to:

- the recipient that was indicated during the AREP form completion,
- the Competent Authority of the Port State.

If you wish so, you can add additional recipients to which the NFV will be sent by email:

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- 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 Delete icon (✖) in the "Action" column.

Figure 74 NFV preview: additional recipients

Tip: Who can I add as Additional recipients of an NFV?
It is recommended to copy the same recipients as for the AREP to ensure they will be informed at every stage of the e-PSM process.

8.5.2.4 Validation

The final step is submit the NFV:

- Click the "Submit" button to send the NFV.

8.5.3 Receiving the NFV

The recipients of the NFV (i.e. the Vessel Representative and the additional recipients) will be notified by an email sent to their contact address.
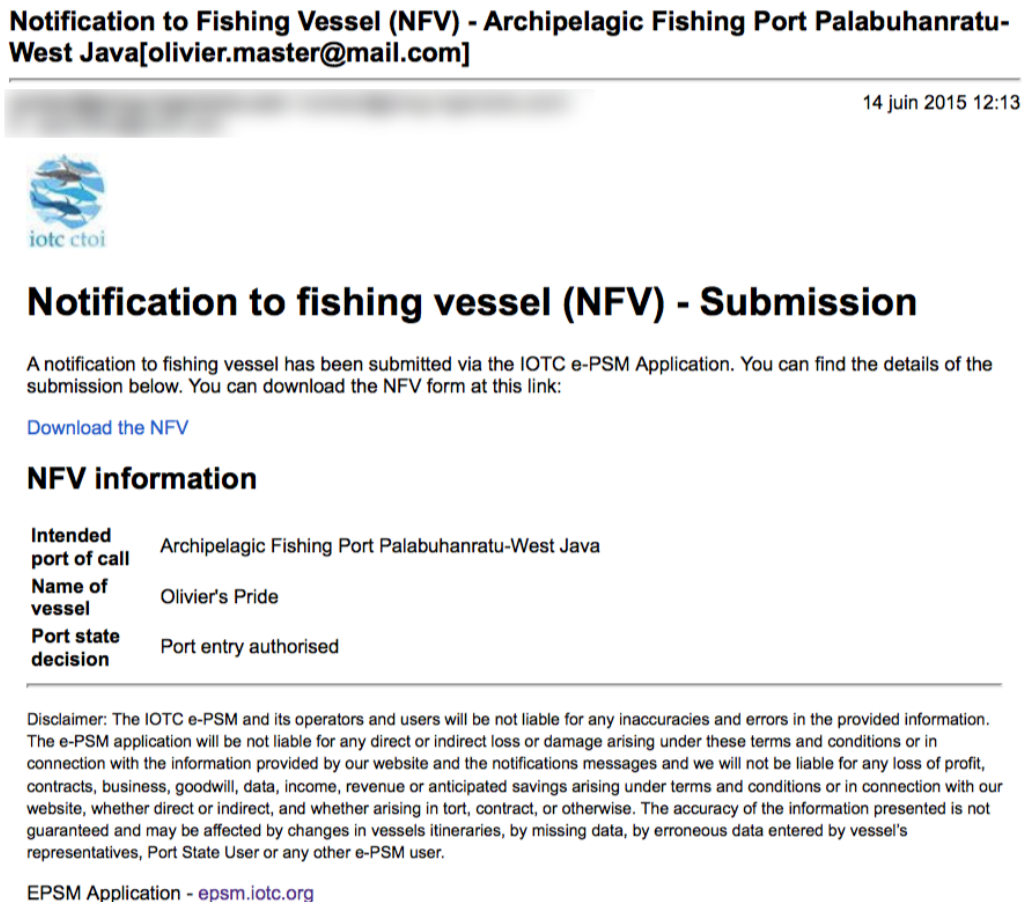
Figure 75 A Notification to a Fishing Vessel email

You will then be presented with a screen summarizing the NFV submission: from there you can click the go "Back to your Dashboard" link.

The NFV will also appear in the Vessel File and in the PAD.

Figure 76 The Vessel File Dashboard showing a Notification to a Fishing Vessel

9   The Port Inspection process

Depending on the national procedures and policies, the PSCA can require that the 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 the vessel File will be updated with a PIR form.

In a nutshell: the PIR process

If the PSCA decides to conduct a Port Inspection, an inspection team is sent to inspect the vessel.

Once the inspection is complete, the PSCA enters the results in the IOTC e-PSM application as a Port Inspection Report (PIR).

Usually, when a Port Inspection is conducted and catches are landed or transhipped to or from the vessel in port, the PSCA will monitor the landing and/or the transhipment and will, respectively fill, in the e-PSM application, a Landing Declaration (OLT) or Transhipment declaration (as a donor vessel –TRX-TDD, or as a receiver vessel –TRX-TDR).

If the PSCA deems it necessary, it can request additional information through the process of Request for Additional Information once the inspection has been completed (RAI-PIR).

9.1   Creating a PIR form

Once you have selected or created the Vessel File for which you want to create a PIR, you will be presented with the Vessel File Dashboard, which shows details about the Vessel File.

Reminder

Take some time to review the details about the vessel's identifiers, photographs and contacts and make additions or corrections, as required (see sections 4.3.2.1 and 5 above).

Pay also attention to the vessel's VAIR Status as this could reveal potential issues and put the vessel in a high/medium/low risk profile (see section 7 above).

Note: a PIR does not necessarily follow an AREP. If the vessel has called in port without submitting an AREP, then an inspection can still (and should probably) be conducted and thus a PIR will be the first form for the Vessel File.

In the "Forms" section, click on the Form creation menu and select "Port Inspection Report (PIR)" and click the "Create" button.

Figure 77 Selecting the PIR in the Form creation menu

You will then be presented with the PIR "Completion" form.

9.2 Completing the PIR

This is the section where you enter the information relevant to the PIR itself. A large part of the PIR form is already pre-filled with information coming from the AREP, such as details about the vessel and the call in port, about fishing and transhipment authorisations, about catches, etc.

This information can be corrected or completed according to the results of the inspection. In particular, the sections about catches offloading offer specific fields for entering the verified quantities versus the declared quantities coming from the AREP.

The PIR is composed of several sections, which are individually detailed further below:

- Inspection information,
- Purpose and port of call,
- Status in RFMO Including any IUU vessel listing,
- Relevant Fishing authorisations,
- Relevant Transhipment authorisations,
- Transhipment information,
- Evaluation of catch to be offloaded,
- Catch retained on board,
- Examinations,
- Findings by inspector,
- Apparent infringements including reference to relevant legal instruments.

9.2.1 Saving an on-going PIR

Since completing the PIR is a rather long process, which might involve cross-checking some information, referencing to other people or documents, etc. the PIR form can be saved in a preliminary state and completed later. It also allows the PSCA user to interrupt the completion of the PIR to, for example, review an incoming AREP for another vessel.

At the bottom of the Completion screen, you will find a "Save and quit" button: simply click on it and you will be returned to the Vessel File Dashboard, where the Forms list will display a Resume icon ( ) in the Action column for the PIR. To resume completing the PIR, just click on that icon.

Figure 78 The Vessel File Dashboard's list of forms showing a saved PIR

9.2.2   Inspection information

<div align="center">

Figure 79 The PIR form: the Inspection information section

</div>

Here you will enter general information about the inspection:

- **Inspecting authority**: enter the name of the institution or service in charge of the inspection.
- **National identification number of the principal inspector**.
- **Name of principal inspector**.
- **Principal inspector email**.
- **Port of inspection**: pre-filled with your port (also the port of call from the AREP). You cannot change that value.
- **Commencement and Completion of inspection**: use the date pickers to indicate the date and time when the inspection started and ended.

9.2.3   Purpose and port of call

Figure 80 The PIR form: the Purpose and port of call information section

This section is pre-filled with the information given in the AREP. All fields can be modified to match the observations made by the inspector during the inspection of the vessel.

9.2.4   Status in RFMO Including any IUU vessel listing

Figure 81 The PIR form: the Status in RFMO information section

If the vessel is on the Authorised or IUU list of one or several RFMO(s), you will have to add one line for each RFMO in this section:

- Click on the "Add status in RFMO" button to open the dialog.

Figure 82 The PIR form: the "Status in RFMO information" section's Add status dialog

- **Vessel identifier**: enter the vessel's RFMO identifier.
- **RFMO**: enter the relevant RFMO's name/acronym.
- **Flag State Status**: indicate what is the status of the vessel's flag in the RFMO (Contracting party, Cooperating non-contracting party, Non contracting party).

- **Vessel on authorised list**: check the relevant box to indicate if the vessel is or isn't on the RFMO's List of authorised vessels.
- **Vessel on IUU list**: check the relevant box to indicate if the vessel is or isn't on the RFMO's List of IUU vessels.
- Click on OK to add this line to the PIR.
- Repeat the process for each RFMO for which the vessel has a status.

Status in RFMO Including any IUU vessel listing

Record the registration status of the vessel in RFMO and any IUU vessel listing with respect to: vessel identifier, RFMO, Flag State status.

Vessel Identifier	RFMO	Flag State Status	Vessel on authorised list	Vessel on IUU List	Action
01234	IOTC	Contracting party	Y	N	✖☑
3467458	ICCAT	partie contractante ou partie coopérante non contractante	Y	Y	✖☑

Add Status in RFMO

Figure 83 The PIR form: the "Status in RFMO information" section with data filled-in

If needed, you can delete (✖) or edit (☑) a line in that table by clicking on the buttons in the Action column.

9.2.5 Relevant Fishing authorisations

This section is pre-filled with the information given in the AREP. All fields can be modified to match the observations made by the inspector.

If a Fishing authorisation was examined by the inspector but wasn't indicated in the AREP, you can add it by clicking on the "Add relevant Fishing authorisation" (see how to do it in the AREP section 8.3.1.2 above).

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	Source (Src)	Objection	Comments	Type	Action
TZA8907X	TZA - The Deep Sea Fishing Authority	2015-03-03	2015-07-15	Tanzania	Albacore tuna, Yellowfin tuna, Bigeye tuna	Drifting longline		AREP	none		Costal State Fishing Licence	☑
FRA45657	FRA - Ministre de l'écologie, du développement durable et de l'énergie - Orthongel	2015-01-01	2015-12-31	ICCAT,IOTC	Albacore tuna, Yellowfin tuna, Bigeye tuna, Skipjack tuna,Black marlin, blue marlin and striped marlin	Drifting longline,Pole and lines		AREP	none		Authorisation to Fish (ATF)	☑

Add Relevant Fishing authorisation

Figure 84 The PIR form: the "Relevant Fishing authorisations" section with data filled-in

If a Fishing authorisation that was submitted as part of the AREP is incorrect, then you can edit it by clicking on the Edit icon (☑) in the Action column.

If the inspector has formulated an objection to a Fishing authorisation, then click the Edit icon (☑) and, in the Edit Fishing authorisation dialog, check the "Objection" box and enter the inspector's comments in the "Comments" field.

Figure 85 The PIR form: the "Relevant Fishing authorisations" section's edit/add authorisation dialog

In the list of authorisations, you will notice that:

- Authorisations for which an objection has been formulated are clearly labelled as such and show the inspector's comments.
- The "Source" column indicates whether an authorisation was submitted as part of the AREP or has been entered after the inspection as part of the PIR.

Figure 86 The PIR form: the "Relevant Fishing authorisations" section showing an objection and AREP/PIR sources

If needed, you can delete (✖) or edit (✎) a line in that table by clicking on the buttons in the Action column.

9.2.6   Relevant Transhipment authorisations

Relevant Transhipment authorisation(s)

Provide the information on your Transhipment Authorisation issued by your flag State and information on any Transhipment Authorisation(s) issued by a Coastal State(s), if Transhipment(s) has occurred in the waters of a Coastal State.

Identifier	Issued by	Valid from	Valid to	Attachment	Source (Src)	Objection	Comments	Action
FR-TRX23456	FRA - Ministre de l'écologie, du développement durable et de l'énergie - Orthongel	2015-01-01	2015-09-01		AREP		none	☑

Add relevant transhipment authorisation

Figure 87 The PIR form: the "Relevant Transhipment authorisations" section with data filled-in

This is exactly the same process as that applied to Relevant Fishing authorisations above (see also the relevant section 8.3.1.3 above in the AREP process).

9.2.7   Transhipment information

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.

Date	Port/Sea	Location	Receive/Offload	Vessel name	Flag	Id number	Species	Product form	Catch area(s)	Quantity	Source (Src)	Objection	Comments	Action
2015-05-20	P	Port Louis (MU)	R	The Tuna Queen	Faroe Islands	IRCS: 45678	Albacore tuna, Yellowfin tuna, Bigeye tuna	Whole/rounded - Not processed		650	AREP		none	☑
2015-05-29	S	05.23S-066.24E	D	The Big Kahuna	Fiji	NRN: FJI123456789	Black marlin	Head off, Gilled & Gutted, Tail off		300	AREP		none	☑

Add transhipped species/product

Figure 88 The PIR form: the "Transhipment information" section with data filled-in

This is exactly the same process as that applied to Relevant Fishing and Transhipment authorisations above (see also the relevant section 8.3.1.4 above in the AREP process).

9.2.8   Evaluation of catch to be offloaded

This section allows the inspector to check the quantities to be offloaded that were declared in the AREP versus those that he personally verified during the inspection process.

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)	Quantity Landed verified (kg)	Quantity Transhipped verified (kg)	Objection	Comments	Action
Albacore	Whole/rounded - Not processed	IOTC	3500	2000	1500				none	☑
Yellowfin tuna	Whole/rounded - Not processed	Indonesia,IOTC	1400	1300	0				none	☑
Skipjack tuna	Whole/rounded - Not processed	Indonesia,IOTC	800	0	700				none	☑

Add Evaluation of offloaded catch

Figure 89 The PIR form: the "Evaluation of catch to be offloaded" section with data from the AREP

For each line in this table, you must enter the values of landed and transhipped quantities that were verified (observed) by the inspector. To do this, click on the Edit icon (⬚) in the Action column to open the edit dialog.

Figure 90 The PIR form: entering verified quantities in the "Evaluation of catch to be offloaded" section

Enter the verified quantities for landing and transhipment and if the inspector has formulated an objection, check the relevant box and enter his comments.

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)	Objection	Comments	Action
Albacore	Whole/rounded - Not processed	IOTC	3500	2000	1500	2000	1500	N		⬚
Yellowfin tuna	Whole/rounded - Not processed	Indonesia,IOTC	1400	1300	0	1000	300	Y	the landed and transhipped quantities vary wildly from the values declared on the AREP	⬚
Skipjack tuna	Whole/rounded - Not processed	Indonesia,IOTC	800	0	700	0	600	N		⬚

Figure 91 The PIR form: the "Evaluation of catch to be offloaded" section showing declared vs verified quantities

You can also add a new line in this table if the inspector has observed an offloading that wasn't mentioned in the AREP: click on the "Add Evaluation of offloaded catch" button and follow the process detailed in the AREP section 8.3.1.5 above.

9.2.9   Catch retained on board

This is exactly the same process as that applied to Evaluation of catch to be offloaded above (see also the relevant section 8.3.1.5 above in the AREP process).

Catch retained on Board

Record the catch retained on board after the offloading operation(s). Detail must include: Species, Product form, catch area and quantity declared (by the master) and quantity retained on board (As verified by the inspectors).

Species	Product Form	Catch Area(s)	Quantity Declared	Quantity Retained	Objection	Comments	Action
Albacore	Whole/rounded - Not processed	Zone AAA-3	300	500	Y	The value declared was way less than the value actually retained	✐

Add catch

Figure 92 The PIR form: the "Catch retained on board" section showing declared vs verified quantities

---

Reminder

These two steps are really important as they allow to closely compare and validate the quantities of each species/product that were declared vs what was actually landed or transhipped.

The difference between each pair of declared/verified quantities will be used when generating the VAIR report on the vessel for its next AREP: any difference in excess of ±20% between declared and verified quantities will trigger a "**Serious misreporting on previous catch declaration**" VAIR Level 1 warning.

9.2.10   Examinations

Examinations

Record the result of the inspection with regards to the examination of the logbook, compliance with applicable documentation scheme, compliance with applicable trade information scheme(s) and examinitation of the fishing gear(s).

Examination of logbook(s) and other documentation
◯ Yes   ● No

Tick Yes or No, depending on whether the logbooks were examined and record comment(s) by the inspector

Compliance with applicable catch documentation scheme(s)
◯ Yes   ● No

Tick Yes or No, depending on whether the vessel is compliant with relevant catch documentation schemes and record comment(s) by the inspector.

Compliance with applicable trade information scheme(s)
◯ Yes   ● No

Tick Yes or No, depending on whether the vessel is compliant with applicable trade information scheme(s) and record comment(s) by the inspector.

Types of gear used
None selected ▾
Select one or several fishing gears.

Gears examined in accordance with paragraph e) of annex 2
◯ Yes   ● No

Tick Yes or No, depending on whether the inspector(s) examined the fishing gear(s) following the procedure established in Annex 2 and record comment(s) by the inspector.

Figure 93 The PIR form: the "Examinations" section

As part of the port inspection, the inspector must conduct a series of examinations, as provided by the relevant IOTC resolutions. Those are:

- **Examination of logbook(s) and other documentation:** if the logbooks and other documentation have been examined, check "Yes", if it hasn't, check "No". In the text field below, enter any comment by the inspector.
- **Compliance with applicable trade information scheme(s)**: if the examination has revealed that the vessel complies with the applicable trade information schemes, check "Yes", if it hasn't, check "No". In the text field below, enter any comment by the inspector.

- **Compliance with applicable catch documentation scheme(s)**: if the examination has revealed that the vessel complies with the applicable catch documentation schemes, check "Yes", if it hasn't, check "No". In the text field below, enter any comment by the inspector.
- **Type of gears used**: select the types of gears that the inspector observed on board the vessel.
- **Gears examined in accordance with paragraph e) of annex 2:** if the gears have been examined in accordance with paragraph e) of annex 2 of Resolution 10/11, check "Yes", if they haven't, check "No". In the text field below, enter any comment by the inspector.

9.2.11 Findings by inspector

Findings by inspector

Findings by inspector	Comments by master

Record of all relevant facts and findings as determined by the inspector(s) during the inspection.   *Record any comments made by the master regarding the development of the inspection, the inspectors' findings or the infringements alleged.*

Figure 94 The PIR form: the "Findings by inspector" section

Enter here the findings made by the inspector during the port inspection as well as any comments that the Master of the inspected vessel might have formulated about the inspection or the inspector's findings.

9.2.12   Apparent infringements including reference to relevant legal instruments

Apparent infringement(s) noted including reference to relevant legal instrument(s)

Report apparent infringement(s)
☐

Figure 95 The PIR form: the "Apparent infringements" section

If apparent infringements have been identified by the inspector or the PSCA, then check the "**Report infringement**" box and two text fields will appear:

Apparent infringement(s) noted including reference to relevant legal instrument(s)

Report apparent infringement(s)
☑

Apparent infringement(s) noted including reference to relevant legal instrument(s)	Actions taken

Record violation(s) found as perceived by the inspector(s). Clearly mention the relevant legal instrument.   *Record action(s) taken as a follow-up to the inspection. Eg: catch apprehension, gear retention, legal prosecution, fine imposed.*

Figure 96 The PIR form: the "Apparent infringements" section with the "Report apparent infringements" box checked

- **Apparent infringement(s) noted including reference to relevant legal instrument(s)**: Record violation(s) found as perceived by the inspector(s). Clearly mention the relevant legal instrument for each apparent infringement.

- **Actions taken**: Record action(s) taken as a follow-up to the inspection. Eg: offloading denied, catch apprehension, gear retention, legal prosecution, fine imposed…

Reminder

This step is really important as it allows to compile a list of apparent infringements committed by the vessel.

The list of apparent infringements over a number of recent PIRs will be used when generating the VAIR report on the vessel for its next AREP: if the vessel has PIRs which include apparent infringements in the last 3 years, then it will trigger a "**Report of suspected infractions**" VAIR Level 2 warning.

9.3   Previewing the PIR

In this section, you will be able to:

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

Figure 97 The PIR preview screen

9.3.1.1 Form preview

This section shows you an exact preview of the PIR PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer.

Please make sure that the information in this document are correct and reflect accurately the information in the Port Inspection Report filled by the inspector, before submitting the PIR.

9.3.1.2 Attachments

You can attach any digital file in support to the PIR submission.

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

Attachments

You can attach any relevant document to your request (PDF, DOC, etc).

File to attach	Name of the file	Tag of the file	Action
Choisir le fichier attachment_1.pdf	VMS track	VMS track	✖
Click on "Choose/Browse file" and select the document	Give a name to the file	Allocate a tag to the file, select a type of document in the list.	

Attach a new document

<div align="center">

Figure 98 PIR preview screen: attachments

</div>

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

Tip: what documents can be attached to a PIR?

When you complete a Port Inspection Report (PIR), you can attach any document(s) you have collected during the inspection process (Certificate of registration, fishing license, etc…) and attach a legible copy of the original of the PIR completed manually during the inspection.

9.3.1.3 Additional Recipients

By default, the PIR 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 8.3.2.4 above),
- the Competent Authority of the Port State.

If you wish so, you can add additional recipients to which the PIR will be sent by email:

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- to add other additional recipients, simply click on the "Add a recipient" button, select the type of recipient (e.g.: Customs, Port Authority…), enter the name of the recipient (Institution name/person name) then enter a valid email address for the recipient;
- to remove a recipient, click on the Delete icon ( ) in the "Action" column.

Figure 99 PIR preview: additional recipients

Tip: Who can I add as Additional recipients in a PIR?

It is recommended to copy the same recipients as for the AREP to ensure they will be informed at every stage of the e-PSM process.

9.3.1.4 Submission

The final step is to submit the PIR:

- Select which of the Current Vessels Contacts is the "Sender of the advance request to enter port", i.e. the Vessel Representative: this contact will receive a copy of the PIR and will also receive the RAI-PIR, if any,
- Click the "Submit" button to send the PIR.

9.4 Receiving the PIR

The recipients will receive a PIR notification by email. This email contains:

Figure 100 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 the recipients can consult the status of the current vessel file, with access to all previously submitted forms or notifications, including the PIR.

Reminder

Thirty days after a PIR has been submitted, a PDF copy of the PIR excluding the transhipment and catches information will be automatically published in the Information Sharing section (Module 2) of the IOTC e-PSM website, where it will be accessible only to IOTC CPC users, as per paragraph 19.2 of IOTC Resolution 10/11 and paragraph 13.2 of IOTC Resolution 10/11.

Note that the PIR DPF that you can download at the end of the process 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 Transhipped (Kg)	Quantity Landed verified (kg)	Quantity Transhipped verified (kg)	Delta landed	Delta transhipped	Objection
Albacore	Whole/rounded - Not processed		3,500	2,000	1,500	2,000	1,500	0	0	
Yellowfin tuna	Whole/rounded - Not processed		1,400	1,300	0	1,000	300	-300	300	the landed and transhipped quantities vary wildly from the values declared on the AREP
Skipjack tuna	Whole/rounded - Not processed		800	0	700	0	600	0	-100	

Catch retained on Board

Species	Product Form	Catch Area(s)	Quantity Declared	Quantity Retained	Delta Retained	Objection
Yellowfin tuna	Whole/rounded - Not processed	Indonesia,IOTC	0	100	100	some yellowfin kept on board

Figure 101 The PIR PDF document showing the differences between catch quantities declared in the AREP and those verified by the inspector

9.5 Sending a RAI-PIR and receiving a response

If you (the Competent Authority of the port in which the vessel intends to call) require additional information following a PIR that was submitted, you can send a Request for Additional Information following a PIR (RAI-PIR) to the Vessel representative or to other parties.

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

- Flag State Authorisation to Fish;
- Flag State Authorisation to Tranship;
- Fishing logbook;
- Vessel Certificate of National Registration;
- IOTC Transhipment declaration;
- VMS track;
- Other information/document.

To start the RAI-PIR process, click on the Form creation menu, select "Request for Additional Information following a Port Inspection Report (RAI-PIR)" and click the "Create" button.

Forms			
Form	Creation date	Update date	Action
Advanced Request for Entry in Port (AREP)	Sun 14/06/15 09:21 UTC	Sun 14/06/15 09:21 UTC	👁
Request for Additional Information following A Request to Enter Port (RAI-AREP)	Sun 14/06/15 09:43 UTC	Sun 14/06/15 09:43 UTC	👁📎
Request for Additional Information following A Request to Enter Port (RAI-AREP)	Sun 14/06/15 10:02 UTC	Sun 14/06/15 10:02 UTC	👁📎
Notification to Fishing Vessel (NFV)	Sun 14/06/15 10:13 UTC	Sun 14/06/15 10:13 UTC	👁
Port Inspection Report (PIR)	Sun 14/06/15 10:57 UTC	Sun 14/06/15 10:57 UTC	👁

Select a form to create : Request for Additional Information following a Port Inspection Report (RAI-PIR) ▴▾ Create

Figure 102 Selecting the RAI-PIR in the Form creation menu

You will then be presented with the RAI-PIR form.

The RAI-PIR filling process is made in three steps:

- completion,
- preview,
- submission.

Note: this process is very similar to that for submitting a RAI-AREP: for details about how to fill each field, please refer to Section 8.4 "Sending a RAI-AREP and receiving a response" above.

9.5.1 Completing the RAI-PIR form

On this screen, you will enter details about the additional information that you request. Note that you are provided with a link to download a PDF copy of the relevant PIR, for reference.

Figure 103 The RAI-PIR form

9.5.1.1   Communicating Entities

- **Port State representative/Sender: Name of port State officer**: this is the name of the Port State staff responsible for e-PSM questions. It will usually be your name or the person on whose behalf you are sending the RAI-PIR.
- **Flag State / Vessel representative / Coastal State**: you can send a RAI-PIR to any of these entities, depending on what type of information you are requesting and which entity is supposed to provide it:
  - **Type of recipient**: select the type of recipient for the RAI-PIR: Flag, Vessel representative or Coastal State,
  - **Name**: the name of the recipient (person, company or institution),
  - **Email**: the email of the recipient. *Be extremely careful when entering the email address as the RAI-PIR will be lost if the email contains an error*.

Note that, by default, that section will be pre-filled with the information about the Vessel Representative that were submitted with the AREP or PIR.

9.5.1.2   Requested documents

Tick the box located in front of each document you wish to request (you can request several documents in the same RAI-PIR):

- **Number of days**: indicate here how many days the recipient has to send the requested documents.
- **Flag State Authorisation to Fish**.
- **Flag State Authorisation to Tranship**.
- **Fishing logbook**: using the From/To date pickers, select a date range for which you want a copy of the fishing logbook.
- **Vessel Certificate of National Registration**.
- **IOTC Transhipment Declaration**.
- **VMS track**: using the From/To date pickers, select a date range for which you want a copy of the VMS track.
- **Other information/document**: indicate here any other document you might require.

When the form has been filled, click the "Next step" button.

9.5.2   Previewing the RAI-PIR

In this section, you will be able to:

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

Figure 104 The RAI-PIR preview screen

9.5.2.1   Form preview

This section shows you an exact preview of the RAI-PIR PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer.

Please make sure that the information in this document are correct and accurate before submitting the RAI-PIR.

9.5.2.2   Attachments

You can attach any digital file in support to the RAI-PIR submission.

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

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

Tip: what documents can be attached to a RAI-PIR?

When you complete a request of additional information (RAI PIR), you can attach for example an official letter (Letter from the Competent Authority of the port State).

9.5.2.3   Additional Recipients

By default, the RAI-PIR is automatically sent by email to:

- the recipient that was indicated during the PIR form completion (see section 9.3.1.3 above),
- the Competent Authority of the Port State.

If you wish so, you can add additional recipients to which the RAI-PIR will be sent by email:

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- to add other additional recipients, simply click on the "Add a recipient" button, select the type of recipient (e.g.: Customs, Port Authority...), enter the name of the recipient (Institution name/person name) then enter a valid email address for the recipient;
- to remove a recipient, click on the Delete icon ( ) in the "Action" column.

Tip: Who can I add as additional recipients recipient in a RAI-PIR?

It is recommended to copy the same recipients as for the AREP and the PIR to ensure they will be informed at every stage of the e-PSM process.

9.5.2.4   Validation

The final step is submit the RAI-PIR:

- Click the "Submit" button to send the RAI-PIR.

The recipients of the RAI-PIR will be notified by an email sent to the contact address you indicated when filling the RAI-PIR. This email contains:

Figure 105 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;

igure 106 A RAI-PIR PDF document

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

You will then be presented with the "Submission" screen which presents a summary of the RAI-PIR that has just been sent, including a link to download a PDF copy of the RAI-PIR.

Figure 107 The RAI-PIR Submission summary screen

You can now click the link at the top of the screen to go "Back to your dashboard".

The PAD will show the Vessel File for the vessel as being at the "RAIPIR" stage:

Figure 108 The PAD showing a Vessel File at the RAI-PIR stage

If you click on the Vessel File number, the Vessel File Dashboard will also show the file as being at the RAI-PIR stage:

Figure 109 The VFD showing a Vessel File at the RAI-PIR stage

9.5.3   Receiving responses to a RAI-PIR

When the RAI-PIR recipient receives the RAI-PIR, she can upload the required documents through the IOTC e-PSM application. At the end of the process, the recipients will be notified by email that new documents have been uploaded and they can go to their PAD and open the relevant Vessel File.

To view the documents that were sent by the RAI-PIR recipient, click on the Attachment icon (🖉) in the Action column for the relevant Vessel File and you will see the list of documents that were requested.

Note: this process is similar to that of the RAI-AREP so it will not be detailed here. If you want details on the process, please consult section 8.4.3 "Receiving responses to a RAI-AREP" above.

9.6   The offloading declaration (OLT)

As mentioned in the process summary, when the port State decides not to conduct a complete Port inspection of the vessel but decides 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).

To start the OLT process, open the relevant Vessel File and click on the Form creation menu, select "Offloading declaration (OLT)" and click the "Create" button.

Forms

Form	Creation date	Update date	Action
Advanced Request for Entry in Port (AREP)	dim. 14/06/15 09:21 UTC	dim. 14/06/15 09:21 UTC	👁
Request for Additional Information following A Request to Enter Port (RAI-AREP)	dim. 14/06/15 09:43 UTC	dim. 14/06/15 09:43 UTC	👁🖉
Request for Additional Information following A Request to Enter Port (RAI-AREP)	dim. 14/06/15 10:02 UTC	dim. 14/06/15 10:02 UTC	👁🖉
Notification to Fishing Vessel (NFV)	dim. 14/06/15 10:13 UTC	dim. 14/06/15 10:13 UTC	👁
Port Inspection Report (PIR)	dim. 14/06/15 10:57 UTC	dim. 14/06/15 10:57 UTC	👁
Request for Additional Information following a Port Inspection Report (RAI-PIR)	dim. 14/06/15 11:09 UTC	dim. 14/06/15 11:09 UTC	👁🖉

Select a form to create : Offloading Declaration (OLT) ⬍   Create

Figure 110 Selecting the OLT in the Form creation menu

You will then be presented with the OLT form.

Figure 111 The OLT form

The OLT filling process is made in three steps:

- completion,
- preview,
- submission.

9.6.1 Completing the OLT

This is the section where you enter the information relevant to the OLT itself. A large part of the OLT form is already pre-filled with information coming from the AREP, such as details about the vessel and the call in port, about offloaded catches, etc.

The OLT is composed of two sections, which are individually detailed further below:

- Information on the offloading,
- Evaluation of offloaded catch.

9.6.1.1 Information on the offloading

Figure 112 The OLT form: the "Information on the offloading" information section

- **Port of inspection:** this value cannot be changed and is pre-filled with the name of your port.
- **Commencement and Completion of monitoring**: use the date pickers to indicate the date and time when the monitoring started and ended.

- **Is this landing operation monitored by an inspector**: Tick the box if the offloading was inspected/monitored by an inspector:
  - **Inspecting authority**: enter the name of the institution or service in charge of the inspection.
  - **National identification number of the principal inspector**.
  - **Name of principal inspector**.
  - **Principal inspector email**.

9.6.1.2   Evaluation of offloaded catch

Evaluation of offloaded catch

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)	Quantity Landed verified (kg)	Quantity Transhipped verified (kg)	Objection	Comments	Action
Skipjack tuna	Whole/rounded - Not processed	Zone AAA-3,Zone ABC-1,Zone BAC-2	800	0	700				none	✏
Albacore	Whole/rounded - Not processed	Zone AAA-3,Zone ABC-1	3500	2000	1500				none	✏
Yellowfin tuna	Whole/rounded - Not processed	Zone AAA-3,Zone ABC-1,Zone BAC-2	1400	1300	0				none	✏

Add offloaded catch evaluation (kg)

Figure 113 The OLT form: the "Evaluation of offloaded catch" section

This section allows the inspector to check the quantities offloaded that were declared in the AREP versus those that he personally verified during the inspection process. The table is pre-filled with the information declared in the "Evaluation of catch to be offloaded" section of the AREP (or, if a PIR has been submitted, from that same section of the PIR).

For each line in this table, you must enter the values of landed and transhipped quantities that were verified (observed) by the inspector. To do this, click on the Edit icon (✏) in the Action column to open the edit dialog.

Figure 114 The OLT form: entering verified quantities in the "Evaluation of offloaded catch" section

Enter the verified quantities for landing or transhipment and, if the inspector has formulated an objection, check the relevant box and enter his comments.

Figure 115 The OLT form: the "Evaluation of offloaded catch" section showing declared vs verified quantities

You can also add a new line in this table if the inspector has monitored an offloading that wasn't mentioned in the AREP: click on the "Add offloaded catch evaluation" button and follow the process detailed in the AREP section 8.3.1.5 above.

Reminder

This steps is really important as it allows to closely compare and validate the quantities of each species/product that were declared vs what was actually landed or transhipped.

The difference between each pair of declared/verified quantities will be used when generating the VAIR report on the vessel for its next AREP: any difference in excess of ±20% between declared and verified quantities will trigger a "**Serious misreporting on previous catch declaration**" **VAIR Level 1 warning.**

9.6.2 **Previewing the OLT**

In this section, you will be able to:

- preview the content of the OLT;
- attach any additional document, as necessary;
- select additional contacts to which you want a copy of this OLT sent by email;
- submit the OLT.
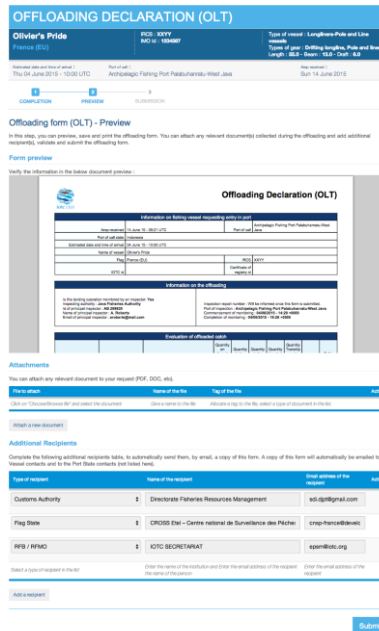
Figure 116 The OLT preview screen

9.6.2.1 *Form preview*

This section shows you an exact preview of the OLT PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer.

Please make sure that the information in this document are correct and reflect accurately the information in the catch monitoring form filled by the inspector, before submitting the OLT.

9.6.2.2 *Attachments*

You can attach any digital file in support to the OLT submission.

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

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

Tip: WHAT documents can be attached to an OLT?

When you complete an Offloading declaration form (OLT), you can attach for example a legible copy of the original of the catch monitoring forms.

9.6.2.3   Additional Recipients

By default, the OLT 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 8.3.2.4 above),
- the Competent Authority of the Port State.

If you wish so, you can add additional recipients to which the OLT will be sent by email:

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- 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 "X" in the "Action" column.

Tip: Who can I add as Additional recipients in an OLT?

It is recommended to copy the same recipients as for the AREP or PIR to ensure they will be informed at every stage of the e-PSM process.

9.6.2.4   Validation

The final step is to submit the OLT:

- Select which of the Current Vessels Contacts is the "Sender of the advance request to enter port", i.e. the Vessel Representative: this contact will receive a copy of the OLT;
- Click the "Submit" button to send the OLT.

9.6.3   Submitting and receiving the OLT

You will then be presented with a screen summarizing the OLT submission: from there you can click the go "Back to your Dashboard" link.

The OLT will also appear in the Vessel File and in the PAD.

E-PSM file number	Status	Entry	Vessel flag	Vessel name	IRCS	Type of vessel	Last form	Vair
IDPAL_Olivier's Pride_FRA_201506165_5	OPEN	Thu 04/06/15 10:00	FRA	Olivier's Pride	XXYY	Longliners-Pole and Line vessels	OLT 14/06/15 12:39	

Forms

Form	Creation date	Update date	
Advanced Request for Entry in Port (AREP)	2015-06-14 09:21:44.0	2015-06-14 09:21:44.0	
Request for Additional Information following A Request to Enter Port (RAI-AREP)	2015-06-14 09:43:15.0	2015-06-14 09:43:15.0	
Request for Additional Information following A Request to Enter Port (RAI-AREP)	2015-06-14 10:02:06.0	2015-06-14 10:02:06.0	
Notification to Fishing Vessel (NFV)	2015-06-14 10:13:06.0	2015-06-14 10:13:06.0	
Port Inspection Report (PIR)	2015-06-14 10:57:32.0	2015-06-14 10:57:32.0	
Request for Additional Information following a Port Inspection Report (RAI-PIR)	2015-06-14 11:09:08.0	2015-06-14 11:09:08.0	
Offloading Declaration (OLT)	2015-06-14 12:39:53.0	2015-06-14 12:39:53.0	

Figure 117 The PAD and VFD showing that an OLT has been submitted

The recipients of the OLT (i.e. the Vessel Representative and the additional recipients) will be notified by an email sent to their contact address.

Note that the OLT DPF that you can download at the end of the process includes computed differences between catch quantities declared in the AREP and those verified by the inspector, for the "Evaluation of catch to be offloaded" section of the AREP.

Figure 118 The OLT PDF document showing the differences between catch quantities declared in the AREP and those verified by the inspector

10 The Transhipment monitoring process

10.1 Transhipment as a receiver vessel (TRX-TDR)

If the vessel receives fish products transhipped from another vessel while in port, and the operations is monitored, the inspector is given the Transhipment Declaration. If the operation is not monitored, the master and/or the agent of the vessel transmit the Transhipment Declaration to the PSCA and in both cases a Transhipment Declaration as a Receiver Vessel (TRX-TDR) will be filled by the PSCA in the e-PSM application, including the details about the transhipment operations (donor vessel, species/products transhipped etc.). This monitoring is usually part of the Port Inspection process and each a TRX-TDR should follow the corresponding PIR.

To start the TRX-TD process, open the relevant Vessel File and click on the Form creation menu, select "Transhipment Declaration as a Receiver Vessel" and click the "Create" button.

Figure 119 Selecting the TRX-TDR in the Form creation menu

You will then be presented with the TRX-TDR form.

Figure 120 The TRX-TDR form

The TRX-TDR filling process is made in three steps:

- completion,
- preview,
- submission.

10.1.1 Completing the TRX-TDR

This is the section where you enter the information relevant to the TRX-TDR itself. A part of the TRX-TDR form is already pre-filled with information coming from the Vessel File, such as details about the receiver vessel and its license number.

The TRX-TDR is composed of 4 sections, which are individually detailed further below:

- Identification of donor and receiving vessels,
- License Number,

- Information on the trip of the donor vessel,
- Transhipment information.

10.1.1.1 Identification of donor and receiving vessels

- **Receiver Vessel:** this value cannot be changed and is pre-filled with details about the vessel corresponding to the current Vessel File.
- **Donor vessel**: click on the "Choose vessel" to open the Vessel selector:

Figure 121 The TRX-TDR form: selecting a Donor vessel

o type the first letters of the Donor vessel name and click search,
o in the list of results, click on the Donor vessel name to select it,
o if the Donor vessel is not in the list, then click the "Create vessel" button and follow the process to add the Donor vessel to the IOTC e-PSM vessel directory, as detailed in section 4.3.2 "Creating a vessel", then select it.

You will then be returned to the TRX-TDR screen where information about the Donor vessel will be displayed.

Figure 122 The TRX-TDR form: the details about the selected Donor vessel

Note that you can "Choose another vessel" if you realise you selected the wrong Donor vessel.

10.1.1.2 License Number

This cover two different types of information:

- If the vessel is a carrier vessel, it will be the number of the Flag State license authorising the (receiving/donor) vessel to engage in transhipment operations (in the IOTC area);
- If the vessel is a fishing vessel, then it is the number of the vessel's Flag State Authorisation to Fish (ATF).

License Number

Donor vessel : flag state license number   Receiving vessel : flag state license number

Figure 123 The TRX-TDR form: Donor and Receiver vessels Flag State license numbers

10.1.1.3 Information on the trip of the donor vessel

In this section, please enter details about the Donor vessel's trip:

Information on the trip of the donor vessel

Previous port of call
Select the port of departure. Eg: Port Louis.

Date of departure of previous port visited
Select the date and time from the calendar.

Next port of call
Select the port of departure. Eg: Cape Town.

Date of arrival at next port of call
Select the date and time from the calendar.

Transhipment date
Select the date of transhipment from the calendar.

Figure 124 The TRX-TDR form: information on the Donor vessel's trip

- **Previous port of call**: Start typing the name of the port of departure and select it in the proposed list.
- **Date of departure of previous port visited**: Select the date and time using the date picker.
- **Next port of call**: Start typing the name of the next port of call and select it in the proposed list.
- **Date of arrival at next port of call**: Select the date and time using the date picker
- **Transhipment date**: Select the date and time using the date picker.

10.1.1.4 Transhipment information

Transhipment information

This section of the form should be completed when the vessel requesting entry into port receive catches from a donor vessel in port.

Species	Product form	Weight (kg)	Action

Add transhipped species/product

Figure 125 The TRX-TDR form: the "Transhipment" section

This section allows the inspector to indicate, for each species/products, the quantities that were transhipped.

To add a transhipped species/product, click on the "Add transhipped species/product" button to open the Transhipment information dialog:

- **Species**: select the species in the list,
- **Product form**: select the product form in the list,
- **Weight (kg)**: enter the total weight of this species/product that was transhipped.

Figure 126 The OLT form: the "Transhipment information" dialog

When done, click "OK" and you will be returned to the OLT form.

Repeat this process until you have entered information about all the products/species that were transhipped.

Figure 127 The OLT form: 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 and you can edit a transhipment information line by clicking on the Edit icon ( ).

When you have entered all the information about the transhipment, click the "Next step" button.

10.1.2 Previewing the TRX-TDR

In this section, you will be able to:

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

Figure 128 The TRX-TDR preview screen

10.1.2.1 Form preview

This section shows you an exact preview of the TRX-TDR PDF document that will be emailed to the relevant contacts. If you want, you can open the document in your PDF viewer.

Please make sure that the information in this document are correct and reflect accurately the information in the catch monitoring form filled by the inspector, before submitting the TRX-TDR.

10.1.2.2 Attachments

Here you can attach any digital file in support to the TRX-TDR submission.

For each attachment you add, please indicate the title/description of the document and choose the type of document (e.g.: Transhipment declaration, Transhipment authorisation, etc.)

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

Tip: what documents can be attached to a TRX-TD?

When you complete a Transhipment Declaration form as a Receiver Vessel (TRX-TDR), you can attach for example legible copies of the Transhipment Declaration and the Transhipment Authorisation.

10.1.2.3 Additional Recipients

By default, the TRX-TDR 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 8.3.2.4 above),
- the Competent Authority of the Port State.

If you wish so, you can add additional recipients to which the OLT will be sent by email:

- by default, the Flag States contacts are listed here, but you can remove some or all of them if you think they are not relevant;
- 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 Delete icon (✖) in the "Action" column.

Tip: Who can I add as Additional recipients in a TRX-TDR?

It is recommended to copy the same recipients as for the AREP or PIR or OLT to ensure they will be informed at every stage of the e-PSM process.

10.1.2.4 Submission

The final step is to submit the TRX-TDR:

- Select which of the Current Vessels Contacts is the "Sender of the advance request to enter port", i.e. the Vessel Representative: this contact will receive a copy of the TRX-TDR,
- Click the "Submit" button to send the TRX-TDR.

10.1.3 Submitting and receiving the TRX-TDR

You will then be presented with a screen summarizing the TRX-TDR submission: from there you can click the go "Back to your Dashboard" link.

The TRX-TDR will also appear in the Vessel File and in the PAD.

Figure 129 The PAD and VFD showing that a TRX-TDR has been submitted

The recipients of the TRX-TDR (i.e. the Vessel Representative and the additional recipients) will be notified by an email sent to their contact address.

10.2 Transhipment as a donor vessel (TRX-TDD)

This process is almost exactly the same as that described in Section 10.1 "Transhipment as a receiver vessel (TRX-TDR)" above.

The only difference is that, in that case, you have to select a Receiver vessel and enter details about the Receiver vessel's trip.

Please refer to Section 10.1 "Transhipment as a receiver vessel (TRX-TDR)" above for information about submitting a TRX-TDD.

11 Sharing a Vessel File

You can decide to share a Vessel File with another user of the IOTC e-PSM application, so that they can consult information contained in the various forms that were submitted about that vessel.

To share a Vessel File, go to the "File sharing" section at the bottom of the VFD and click the "Add user access" button to open the "File sharing" dialog.

Figure 130 The Vessel File Dashboard "File sharing" dialog

- Start typing the name of the user in the Search field and click the "Search" button,
- In the list of results, select the user you want to share the Vessel File,
- Click the "Share this file with the selected user" button.
- You can repeat this operation to share the file with as many users as needed.

You will then be returned to the VFD where the "File sharing" section will show the list of users with whom the Vessel File is shared.

Figure 131 The Vessel File Dashboard "File sharing" section
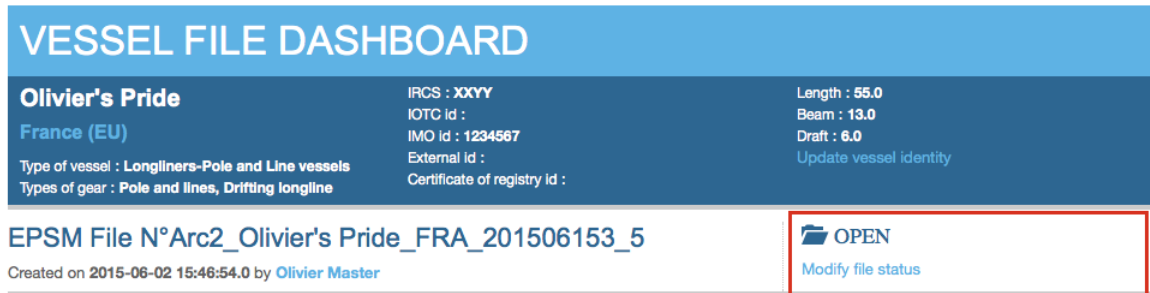
To stop sharing a Vessel File with a given user, click the Remove icon (✖) in the "Action" column.

A shared Vessel File will appear in the PAD of each user it is shared with, and they will be able to consult it in a read-only mode.

12 The Vessel File Status

At the top of the Vessel File Dashboard is a section indicating the file's Status:

- **OPEN**: this means the Vessel File is active, which usually means the vessel has submitted an AREP, is in port or there is a form currently awaiting creation/completion, etc.
- **ARCHIVED**: this means the Vessel File is now inactive, usually after the vessel left port and all forms have been properly created/answered to.

VESSEL FILE DASHBOARD

Olivier's Pride
France (EU)

Type of vessel : **Longliners-Pole and Line vessels**
Types of gear : **Pole and lines, Drifting longline**

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

Length : **55.0**
Beam : **13.0**
Draft : **6.0**
Update vessel identity

EPSM File N°Arc2_Olivier's Pride_FRA_201506153_5
Created on **2015-06-02 15:46:54.0** by **Olivier Master**
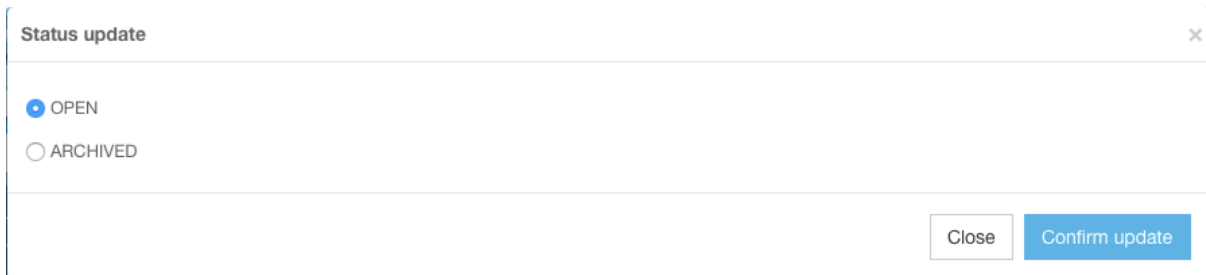
📁 OPEN
Modify file status

Figure 132 The Vessel File Dashboard "Status" section

To change the Vessel File status, click on the "Modify file status" link to open the "Status update" dialog.

Status update ×

○ OPEN
○ ARCHIVED

Close   Confirm update

Figure 133 The Vessel File Dashboard "Status update" dialog

Select the status settings you want for this file and click "Confirm update".

Reminder
Once a Vessel File can be considered as "Closed", usually when the vessel has left the port of call and all relevant documents have been provided (e.g.: responses to RAI-PIR), *please remember to update the Vessel File's Status from "OPEN" to "ARCHIVED"*. The Vessel File will not be shown anymore in your PAD (though you can consult it by searching for the vessel and unchecking the "Active files only" box) and the next time an AREP is submitted by that vessel, it will create a new Vessel File. *If the Vessel File is archived as PRIVATE, then it will never appear in the "Information sharing" section of the IOTC e-PSM site (Module 2).*

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 a 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 an AREP and what are the documents to submit with the AREP?

When a request to enter port is completed, at the step 5 of the form AREP, documentation can be attached to it. It is recommended to attach the documents listed below, it will fasten the processing of the request by the port State and avoid un-necessary delay in the response of the port State to grant 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, the competent authority of the Port State knows exactly the type of documents they request to be provided.

A vessel has been granted entry into port, can the vessel be denied use of port services, landing or transhipment of catch?

Yes, if the ports State:

- finds that the vessel does not have a valid and applicable authorization to engage in fishing or fishing related activities required by its flag State;
- finds that the 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 the vessel was otherwise engaged in IUU fishing or fishing related activities in support of such fishing,

And/or if the 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 - Link

A vessel cannot call, land or tranship its catch in any other port in the IOTC Area.

Can a 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 a vessel in the e-PSM application when I want to enter, in the e-PSM application, a request to enter port submitted manually (E.g.: fax)?

Contact the IOTC Secretariat at epsm@iotc.org.

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 30ºE to 20ºE, 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	
Vessel search	
Vessel directory search	
Instruction	**Vessel registered with IOTC:** 1. Enter the name of the vessel, the IRCS of the vessel or the IOTC number of the vessel to identify your vessel. Example : **Txori Aundi** or IRCS **S7SZ** or IOTC number **000815** 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. **Vessel not registered with IOTC:** *(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)* 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	
Vessel identification	
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). Example :**Txori Aundi**
Flag	Enter the name of your flag State where the vessel is registered. Select a country in the list. Example :**Australia**
Type of vessel	Enter the type of the vessel. Select the type of the vessel in the list. Example :**Longliners**
Types of gear	Enter the type of gear used on board the vessel. Select one or several gears in the list. Example :**Drifting Longline**
Identification numbers	
IOTC number	Enter the IOTC number allocated to your vessel, by which the vessel is registered / authorised by IOTC. Format: 6 digit numbers Example :**008614**
International Radio Call Sign	Enter the International radio call sign (IRCS) of the vessel, assigned by your national licensing authority. 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. Format: 9 digit numbers 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). 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. Example IRCS: **JAAL** Example NRN: **CC3576**; Example port of registration: **PORT LOUIS** 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. Format: numeric and/or alpha-numeric 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. Format: 7 digit numbers 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. Format: digit numbers, unit meter 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. Format: digit numbers, unit: meter 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. Format: digit numbers, unit: meter 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.
	    Yes: National- If the VMS is a national requirement,
	    Yes: RFMO(s) if the VMS is a RFMO requirement,
	    No if no VMS is fitted on board the vessel.
	 Example: ***Yes : National***

VMS Type	Record the type of VMS fitted on-board the vessel. Tick the appropriate box. If you have more than one VMS fitted on board, Tick several boxes. Example: ***INMARSAT***
Step 3	
Vessel contacts	
Type of contact	Select a type of contact from the list (Owner, Operator, Master, Fishing master, Beneficial owner, Agent). Example: ***Owner***
Name of contact person	Enter the full name of the contact person. Example: ***Olivier Nail***
Nationality	Select the nationality of the contact person from the list. Example: ***Australia***
Telephone	Enter the telephone number. Use the international format as prescribed by the International Telecommunication Union (ITU) Recommendation E.123 (02/01). 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). 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). 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). https://www.itu.int/rec/dologin_pub.asp?lang=e&id=T-REC-E.123-200102-I!!PDF-E&type=items Example: ***olivier.nail@gmail.com***
Email 2	Enter the 2nd email address of the contact person (if any). Example: ***olivier.nail@yahoo.com***
Email 3	Enter the 3rd email address of the contact person (If any). Example: ***olivier.nail@hotmail.com***
Address	Enter the address of the contact person. Format: Street number, Street Name, PO Box, Province, City, Country. Example: ***15, Montain Street, PO Box 102, Essex, Manchester, Spain***
Step 4	
Authorisation and catches	
Purpose and port of call	
Intended port of call	Enter/Select the intended port of call from the list. 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. Format: Date / Time; YYYY MM DD / HH MM 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) Example: ***Landing; Resupplying***

Port of last port call	Enter the name of the last port visited by the vessel. 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. Format YYYYMMDD 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. 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. Example: ***AUS - Australian Fisheries Management Authority***
Valid From	Record the date the fishing authorisation is <u>starting.</u> Select the date from the calendar.
Valid To	Record the date the fishing authorisation will <u>expire</u>; 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. <u>Authorisation to fish (ATF)</u> 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. Example: **Indian Ocean High Sea**. <u>Coastal State Fishing License</u> 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. Example: **Madagascar**
Species	Record the fish species authorised to catch as mentioned in the fishing authorisation. Select the species from the list. 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. 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. 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. Example: ***AUS - Australian Fisheries Management Authority***
Valid From	Record the date the authorisation to tranship is <u>starting.</u> Select the date from the calendar.
Valid To	Record the date the authorisation to tranship will <u>expire</u>. 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. Format: DD MM YYYY. 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:
	   - Latitude/Longitude or,
	   - name of the port.
	Format: Position - Latitude DD MM (N or S) / Longitude DDD MM (E or W) or name of the port.
	 Example: Position; **05 45 S / 067 15 E** Port *Cape Town*

Name of donor/receiving vessel	Record the name of the donor/receiving vessel. Example: *Futagami*
Flag State	Record the flag State of the donor/receiving vessel. Select a country name from the list. 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. 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. For example: IOTC No.: **001635** ICCAT No.: ***AT000JPN00091*** IRCS: *JAAL*
Species	Record the species transhipped. Select a species in the list. 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. 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. 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. For example: ***1500***
Total catch on board and catch to be offloaded	
Species	Record the species. Select a species from the list. Example: **Yellowfin tuna**
Product form	Record the condition or production state of the species. Select a product form in the list. 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. 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. 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. 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. For example: ***800***
Step 5	
Validation	
Instruction	Tick the box, then click on the button "Submit" to send your advance request to enter port (AREP).

Appendix III
Detailed description of all fields used in the PIR process

Data Field/Label	Field Information
Step 1	
Complete the port inspection report (PIR)	
Inspection Information	
Inspecting authority	Record the name of the port State authority deploying the inspector(s) that have conducted the inspection in port. Select the inspecting authority from the list. You can consult the referential on designated port and competent authority in the module 2. Example: **Australian Fisheries Management Authority**
Name of principal inspector	Record the name of the inspector if alone, or the inspector leading (senior) the inspection team. Select the name of the principal inspector from the list. You can consult the referential inspectors in the module 2. Example: **John Davis**
National identification number of the principal inspector	Record the national identification number of the principal inspector. This number is automatically pre-fillet by the application. You can consult the referential inspector in the module 2.
Principal inspector email	Record the email of the principal inspector. The email is automatically pre-fillet by the application. You can consult the referential inspector in the module 2.
Inspection report number	This number is automatically generated by the application. Format serial number of the report: PIR_[UNLOCODE]_[VesselName]_[VesselFlag]_[Date of commencement of inspection]. Example: **PIR_AUABP_BERNICA_FRANCE_20150522**.
Port of inspection	Select from the list the port where the inspection takes place. Example: *Cape Town*
Commencement of inspection	Record the date and time the inspection procedure started. Select the date and time from the calendar. Format: Date / Time; YYYY MM DD / HH MM Example: *2012 11 25 / 23 00*
Completion of inspection	Record the date and time the inspection procedure ended. Select the date and time from the calendar. Format: Date / Time; YYYY MM DD / HH MM Example: *2012 11 25 / 23 00*
Purpose and port of call	
Advance notification received	Was an advanced request to enter port received? YES or NO. Tick the appropriate box: if you have received an AREP Tick Yes. In the contrary Tick No.
Purpose(s) of port call	Record all the reasons for the vessel requesting port entry. If an AREP has been submitted, the purposes of call ticked are the same as for the AREP, if the purpose of call have changed, correct and tick one or several reasons as appropriate. If the vessel has not submitted an AREP, tick one or several reasons as verified during the inspection (Landing, Transhipping, Packaging, Processing of fish, Refuelling, Resupplying, Maintenance, Dry-docking) If the purpose of call is not available from the tick boxes, then tick the choice "Other" and enter the purpose. Example: *Landing; Resupplying; Medical evacuation*
Port of last port call	Enter the name of the last port visited by the vessel. Example: **Port Louis**
Date of last port call	Enter the date of the last port call. Select the date of the last port call from the calendar. Format YYYYMMDD Example: *2012 07 23*
Status in RFMO including any IUU vessel listing	
Vessel identifier	Enter in free text the numeric or alpha-numeric identification number of the vessel issued by the Regional Fisheries Management Organisation (RFMO: IOTC, ICCAT, WCPFC, IATTC, CCSBT, etc..). If the vessel is not registered with any RFMOs, record **Not registered with RFMO**. Example: IOTC **001234**(6 Digits) ; ICCAT : **ATEU0ESP00426** (13 digits); IATTC **6265** (4 digits) ; WCPFC **5265** (4 digits); CCSBT **FV04529** (7 digits) Link to Consolidated List of Authorized Vessels: http://clav.iotc.org/browser/search/#.VUXO9iGqgko
RFMO	Record the Regional Fisheries Management Organisation. Select the RFMO from the list. If the vessel is not registered with any tuna RFMOs, Enter/select **Not registered with RFMO**. Example: *IOTC*

Flag State Status	Record the Membership status of the flag State of the vessel in the RFMO(s): Contracting Party (CP), Cooperative Non-Contracting Party (CnCP) or Non-Contracting Party (NCP). Select the status from the list. Example: **Contracting Party**
Vessel on authorised list	Record if the vessel is on a RFMO authorised list. Tick the box YES if the vessel is on a RFMO authorised list. In the contrary Tick NO.
Vessel on IUU list	Record if the vessel is on a RFMO IUU list. Tick the box YES if the vessel is on a RFMO IUU list. In the contrary Tick NO.
Relevant Fishing Authorisation(s)	

Instruction	Record the details for each of the fishing authorisation that corresponds to the areas, catches and gear(s) on-board with respect to: identifier number, issuing authority, validity, fishing areas, species and gear(s) authorised. Fishing authorisations include:
	    - Flag State authorisation to fish (ATF)
	    - All coastal State fishing license to fish
	Click on the button "Add", it will open a window to record the information.
	Then, complete the fields by following the instructions presented below.

Identifier	Enter in free text the numeric or alpha-numeric identification number of the fishing authorisation. 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. 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. Authorisation to fish (ATF) give permission for the vessel to operate in area(s) beyond national jurisdiction and or high seas; select the fishing area(s) from the list. Example: **Indian Ocean High Sea**. 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. Example: **Madagascar**
Species	Record the fish species the vessel is authorised to catch as mentioned in the fishing authorisation. Select the species from the list. 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. Example: *Drifting longline*
Attachment	Click on the button "**Choose file"** to attach the fishing authorisation, then select the file on your computer.
SCR	The source of the information: advance request of entry in port (AREP).
OBJ	Record if you object to the fishing authorisation submitted.
Comments	Record any comment you may have on the offloading operation.
Relevant transhipment authorization(s)	

Instruction	Record the details for each authorisation to tranship fish, information on any transhipment authorisation issued by your flag State and information on any transhipment authorisation(s) issued by a Coastal State(s), if the transhipment(s) has occurred in the waters of a Coastal State, corresponding to the fish that the vessel has on-board, which includes:
	    - identifier of each authorisation to tranship,
	    - details of the issuing authority, and the
	    - validity of the authorisation to tranship
	Click on the button "Add", it will open a window to record the information.
	Then, complete the fields by following the instructions presented below.

Identifier	Enter in free text the numeric or alpha-numeric identification number of the transhipment authorisation. 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. 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.
SCR	The source of the information: advance request of entry in port (AREP).
OBJ	Record if you object to the fishing authorisation submitted.
Comments	Record any comment you may have on the offloading operation.
Transhipment information	

Instruction	Record the details of each transhipment operation, which includes: date, location of the transhipment, name of the receiving/donor vessel, flag, Id number, species transhipped, product from, catch area, quantity. Click on the button "Add", it will open a window to record the information. Then, complete the fields by following the instructions presented below.
Date	Record the date of transhipment. Select the date from the calendar. Format: DD MM YYYY. Example: ***21 10 2012***
Port/Sea	Record if the transhipment was conducted in port or at sea. Tick the appropriate box.

Location of transhipment	Record the location of the transhipment operation:
	    - Latitude/Longitude or,
	    - name of the port.
	Format: Position - Latitude DD MM (N or S) / Longitude DDD MM (E or W) or name of the port.
	                     Example: Position; ***05 45 S / 067 15 E*** Port ***Cape Town***

Name of donor/receiving vessel	Record the name of the donor/receiving vessel. Example: ***Futagami***
Flag	Record the flag State of the donor/receiving vessel. Select a country name from the list. Example: ***Mozambique***

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.
	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.
	                          For example: IOTC No.: ***001635***
	                                  ICCAT No.: ***AT000JPN00091***
	                                             IRCS: ***JAAL***

Species	Record the species transhipped. Select a species in the list. 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. 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. Example: ***South Africa; Indian Ocean High Sea***
Quantity	Record the weight, in kilograms, for each species transhipped from the donor vessel to the receiving vessel. For example: ***1500***
Source (Src)	The source of the information: advance request of entry in port (AREP) or port inspection report (PIR)
OBJ	Record if you object to the fishing authorisation submitted.
Comments	Record any comment you may have on the offloading operation.
Evaluation of offloaded catch	
Instruction	Record the quantity (kg) of catch by species declared to be offloaded by type of offloading operation (Landing or transhipment) and the catch offloaded as verified by the inspectors during the inspection. For offloading into a container use the field transhipment. The details must include: Species, Product form, Catch area and quantity to be offloaded (declared by the master) and quantity offloaded (As verified by the inspectors during the inspection). Click on the button "Add", it will open a window to record the information. Then, complete the fields by following the instructions presented below.
Species	Record the species. Select a species from the list. Example: ***Albacore***
Product form	Record the condition or production state of the species. Select a product form in the list. 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. Example: ***Madagascar; Indian Ocean High Sea***
Quantity on board (kg)	Record the weight, in kilograms, for each species on board when the vessel entered port. If the vessel has submitted an AREP, this value is automatically pre-filled by the application (Source AREP). For example: ***3000***

Quantity to be landed (kg)	Record the weight, in kilograms, for each species declared to be landed. It is the quantity to be landed declared by the master of the vessel. If the vessel has submitted an AREP, this value is automatically pre-filled by the application (Source AREP). For example: *1000*
Quantity to be transhipped (kg)	Record the weight, in kilograms, for each species declared to be transhipped. It is the quantity to be transhipped declared by the master of the vessel. If the vessel has submitted an AREP, this value is automatically pre-fillet by the application (Source AREP). For example: *1100*
Quantity landed (kg)	Record the weight, in kilograms, for each species landed while in port. It is the quantity landed as verified by the inspector. For example: *900*
Quantity transhipped (kg)	Record the weight, in kilograms, for each species transhipped while in port. It is the quantity transhipped as verified by the inspector. For example: *900*
Landing: difference between quantity declared and determined (kg)	The difference between quantity declared and quantity determined is automatically calculated by the application. It is the weight, in kilograms, corresponding to the difference between the quantity landed declared by the master and the quantity landed determined by the inspector for each species. For example: *20*
Transhipment: difference between quantity declared and determined (kg)	The difference between quantity declared and quantity determined is automatically calculated by the application. It is the weight, in kilograms, of the difference between the quantity transhipped declared by the master and the quantity transhipped determined by the inspector for each species. For example: *20*
Source (Src)	The source of the information: advance request of entry in port (AREP) or port inspection report (PIR)
OBJ	Record if you object to the quantity declared.
Comments	Record any comment you may have on the offloading operation.
Catch retained on Board	
Instruction	Record the catch retained on board after the offloading operation(s). The details must include: Species, Product form, Catch area and quantity declared (by the master) and quantity retained on board (As verified by the inspectors during the inspection). Click on the button "Add", it will open a window to record the information. Then, complete the fields by following the instructions presented below.
Species	Record the species. Select a species from the list. Example: **Bigeye tuna**
Product form	Record the condition or production state of the species. Select a product form in the list. 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. Example: ***Madagascar; Indian Ocean High Sea***
Quantity declared (Kg)	Record the weight, in kilograms, for each species declared to be retained on board. It is the quantity to be retained on board as declared by the master of the vessel. For example: *1000*
Quantity retained (Kg)	Record the weight, in kilograms, for each species retained on board as verified during the inspection. For example: *1000*

Difference between quantity declared and quantity determined (kg)	The difference between quantity declared and quantity determined is automatically calculated by the application. It is the weight, in kilograms, corresponding to the difference between the quantity retained declared and the quantity retained for each species. For example: *20*
Source (Src)	The source of the information: advance request of entry in port (AREP) or port inspection report (PIR).
OBJ	Record if you object to the quantity declared.
Comments	Record any comment you may have on the offloading operation.

Examinations

Examination of logbook(s) and other documentation	Tick *Yes or No*, depending on whether the logbook(s) and other documentation were examined. Logbooks may include; fishing logbook, navigation logbook, radio communication logbook, processing logbook, freezing logbook. Relevant documentation may include catch, transhipment and trade documents, crew lists, stowage plans and drawings, descriptions of fish holds, and documents required pursuant to the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Record any comments made by the inspector(s).
Compliance with applicable catch documentation scheme(s)	Tick *Yes or No*, depending on whether the vessel is compliant with relevant catch documentation schemes. Record any comments made by the inspector(s).
Compliance with applicable trade information scheme(s)	Tick *Yes or No*, depending on whether the vessel is compliant with applicable trade information scheme(s). Record any comments made by the inspector(s).
Type of gear used	Record the type of fishing gear(s) found on board and inspected. Select one or several fishing gears.
Gear examined in accordance with paragraph e) of Annex 2	Tick *Yes or No*, depending on whether the inspector(s) examined the fishing gear(s) following the procedure established in Annex 2 of the IOTC Resolution 10/11: Examine, to the extent possible, all relevant fishing gear on board, including any gear stowed out of sight as well as related devices, and to the extent possible, verify that they are in conformity with the conditions of the authorisations. The fishing gear shall, to the extent possible, also be checked to ensure that features such as the mesh and twine size, devices and attachments, dimensions and configuration of nets, pots, dredges, hook sizes and numbers are in conformity with applicable regulations and that the markings correspond to those authorised for the vessel; Record any comments by the inspector(s).

Findings by inspector

Findings by inspector(s)	Describe and record all relevant facts and findings as determined by the inspector(s) during the inspection.
Comments by the master	Record any comments made by the master regarding the development of the inspection, the findings of the inspectors or the alleged infringements.

Apparent infringement(s) noted including reference to relevant legal instrument(s)

Apparent infringement(s) noted including reference to relevant legal instrument(s)	Describe and record violation(s) found as perceived by the inspector(s). Clear mention of the relevant legal instrument.
Action taken	Describe and record all actions taken as a follow-up to the inspection (e.g., catch apprehension, gear retention, legal prosecution, fine imposed).

Date and signature

Date and signature of the fisheries inspector(s)	Tick *Yes or No,* depending on whether the inspector(s) signed the inspection report.
Date and signature of the captain	Tick *Yes or No,* depending on whether the master signed the inspection report. Provide the master of the vessel with the report containing the result of the inspection, including possible measures that could be taken, to be signed by the inspector and the master. The master"s signature on the report shall serve only as acknowledgment of the receipt of a copy of the report. The master shall be given the opportunity to add any comments or objection to the report, and, as appropriate, to contact the relevant authorities of the flag State in particular where the master has serious difficulties in understanding the content of the report. A copy of the report shall be provided to the master.

Step 2

Attachments

Instructions	You can attach any relevant file(s)/document(s) collected during the inspection: 1. Click on the button "Add", 2. Click on "Choose file" and select the document in your computer, 3. Give a name to the file, 4. Allocate a tag to the file, select a type of document in the list, You can consult the Referential Type of documents in the Module 2. If you wish to add another document repeat the steps 1 to 4.
Additional Recipients	
Instructions	You can add additional recipient(s) to your request: 1. Click on the button "Add", 2. Select a type of recipient in the list. If the type of recipient is not listed, select OTHER, You can consult the Referential Additional Recipients in the Module 2. 3. Enter the name of the institution and the name of the person, Example: **Immigration service, John BOUND** 4. Enter the email address of the recipient. Example: john.bound@immigration.org If you wish to add another recipient repeat the steps 1 to 4.
Step 3	
Port inspection report (PIR) – Submission	
Instructions	Click on the button "Submit" to send the port inspection report: