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# IOTC e-PSM application

User Manual  
for the Flag State  
Competent Authority

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**IOTC e-PSM application**  
**User Manual for Flag State**  
**Competent Authority**



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

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

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**iotc ctoi**

Indian Ocean Tuna Commission  
Le Chantier Mall  
PO Box 1011  
Victoria, Mahé, Seychelles

Phone : +248 4225 494  
Fax : +248 4224 364  
Email : [secretariat@iotc.org](mailto:secretariat@iotc.org)  
Website : <http://www.iotc.org>

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## ACRONYMS

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

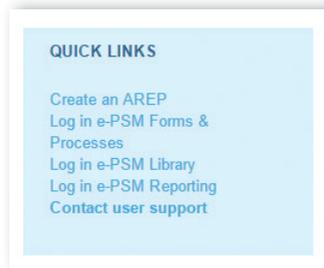
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# 1 WHO IS THIS MANUAL FOR?

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This manual is for the use of Flag State Competent Authorities (“FSCA”), which vessels call in a port in the IOTC Area of Competence.

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



## **DEFINITIONS: FLAG STATE COMPETENT AUTHORITIES**

The Flag State Competent Authority is a national authority responsible for the monitoring, control and surveillance of the fishing activity of the vessels registered or licensed under its flag.

**A Flag State is responsible for making sure vessels comply with international conventions and IOTC Resolutions.**

## DEFINITIONS: PORT STATE COMPETENT AUTHORITIES

The Port State Competent Authority is a national authority responsible for Fisheries Port State Measures in accordance with Resolution 10/11.

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

## DEFINITIONS: VESSEL'S REPRESENTATIVES

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

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

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

**Beneficial owner:** The beneficial owner directs the activities of the vessel.

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

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

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## 2 INTRODUCTION: IOTC PORT STATE MEASURES

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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.

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## 3 OVERVIEW OF THE E-PSM PROCESS

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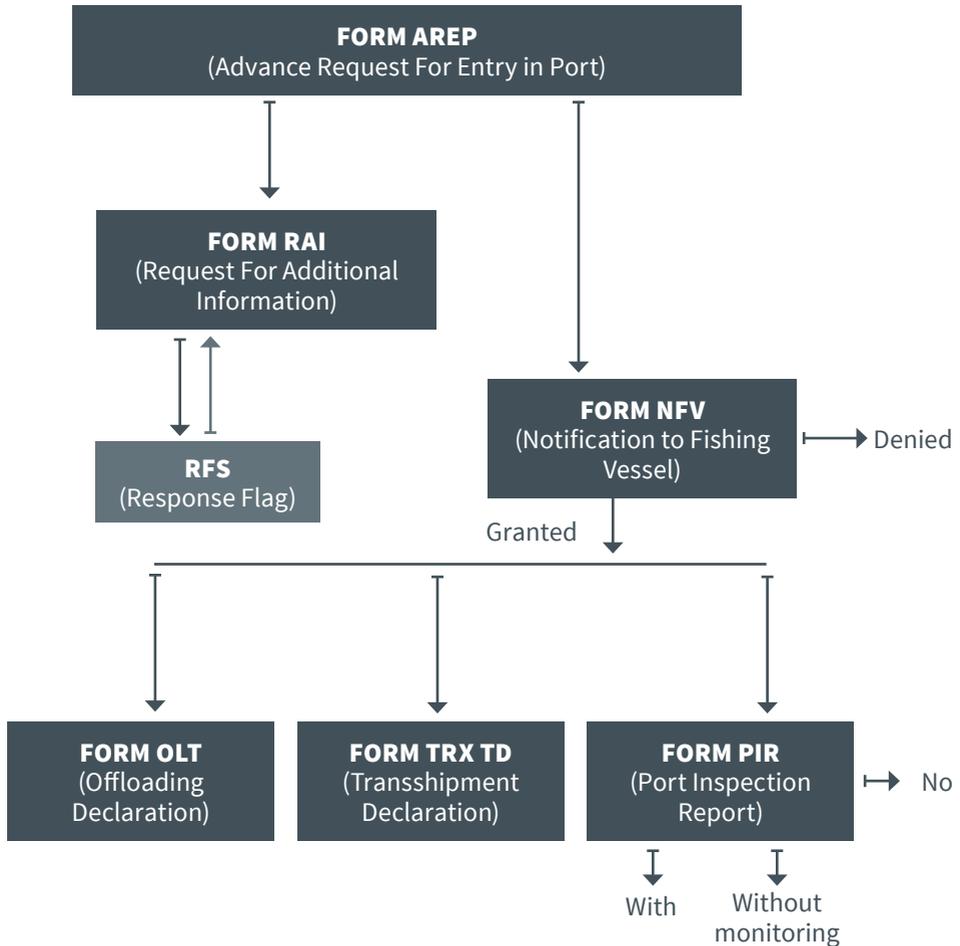
As provided by the IOTC PSM, any vessel planning to call in a port in the IOTC Area of Competence must notify the competent authority of the Port State at least 24 hours in advance of the date of the entry into port and within the established advance period of notice. The vessel must then wait for the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

The whole process is detailed below:

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

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



**Figure 1** The e-PSM process

## 4 THE VESSEL FILE LISTING

As an FSCA, the heart of the IOTC e-PSM application is the Vessel File Listing (“VFL”). The VFL allows you to consult e-PSM Vessel Files that have been created for vessels flying your flag: incoming AREPs, look at the status of vessels flying your flag and calling in ports, reply to Requests for Additional Information (RAI), etc.

### DEFINITIONS: THE VESSEL FILE

The Vessel File (VF) 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 Vessel File listing – 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.

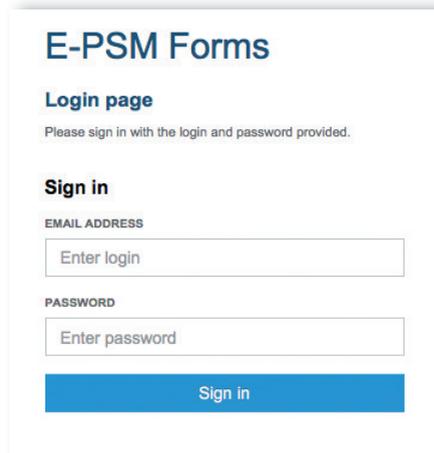
To access your VFL, go to the IOTC e-PSM website: <http://epsm.iotc.org> then click on the “Log in e-PSM Forms & Processes” link.

The screenshot shows the IOTC e-PSM application home page. At the top left is the Indian Ocean Tuna Commission logo and the text "Indian Ocean Tuna Commission ePSM application". Below this is a navigation bar with links for "HOME", "E-PSM FORMS AND PROCESSES", "E-PSM LIBRARY", and "E-PSM REPORTING". On the left side, there is a "QUICK LINKS" section with a red box highlighting the link "Log in e-PSM Forms & Processes". The main content area features a "Home >" breadcrumb, the title "e-PSM Application", and a welcome message: "Welcome in the e-PSM Application. Made of three independent modules, the e-PSM application has been designed and developed to facilitate and assist the Contracting Parties and Cooperating non Contracting Parties (CPCs) of the IOTC to implement the IOTC Resolutions related to Port State Measures (PSM):". Below this is a list of resolutions:

- Resolution 10/11 On port state measures to prevent, deter and eliminate illegal, unreported and unregulated fishing
- Resolution 05/03 Relating to the establishment of an IOTC programme of inspection in port (Landing in port by foreign vessels),
- Resolution 14/06 On establishing a programme for transshipment by large-scale fishing vessels (Annex 1 -

Figure 2 The IOTC e-PSM home page

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

The image shows a login form titled "E-PSM Forms". Below the title is the heading "Login page" and a sub-heading "Sign in". A message reads: "Please sign in with the login and password provided." There are two input fields: "EMAIL ADDRESS" with the placeholder text "Enter login" and "PASSWORD" with the placeholder text "Enter password". A blue "Sign in" button is located at the bottom of the form.

**Figure 3** The IOTC e-PSM login form

You will then be presented with the VFL for your flag. It lists:

- All Vessel Files for vessels flying your flag (by default, only OPEN VF are displayed);
- All Vessel Files for vessels flying another flag, which have been shared with you.

## Vessel File Listing

In the Vessel File Listing for Port State, you can view and access e-PSM files of foreign vessels calling in your designated port(s) and e-PSM files that have been shared with you. An e-PSM file is generally created when a vessel submits an Advance Request for Entry in Port (AREP). A Port State can create an e-PSM file even if an AREP has not been submitted.

### 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.

INTENDED PORT OF CALL

KEYWORDS

FROM

TO

VESSEL FLAG

Show also closed Vessel Files

### Results (13)

Click on a vessel name to open its vessel file.

Show 10 entries

VESSEL NAME	VESSEL FLAG	IRCS	TYPE OF VESSEL	PORT OF CALL	ENTRY	STATUS	LAST FORM	DATE
<a href="#">Groupe No 1</a>	France (EU)	FMJQ	Purse seiners	Albany		OPEN/SHARED	RAIAREP	10/05/16 20:12
<a href="#">Groupe No 1</a>	France (EU)	FMJQ	Purse seiners	Antsiranana		OPEN		
<a href="#">Groupe No 1</a>	France (EU)	FMJQ	Purse seiners	Antsiranana	Sat 07/05/16 11:00	OPEN	TRXTD	05/05/16 15:35
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Abbot Point	Wed 04/05/16 01:00	OPEN	AREP	04/05/16 13:11
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Abell Point	Wed 04/05/16 01:00	OPEN	NFV	04/05/16 02:00
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Abbot Point	Fri 13/05/16 13:00	OPEN	AREP	04/05/16 01:01
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Abbot Point	Wed 04/05/16 10:00	OPEN/SHARED	NFV	03/05/16 23:39
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Abbot Point	Tue 03/05/16 00:00	OPEN	RAIAREP	03/05/16 13:41
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Amadale		OPEN	TRXTD	03/05/16 10:54
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Abbot Point	Mon 02/05/16 04:00	OPEN	RAIPIR	02/05/16 17:25

Previous 1 2 Next

Figure 4 The Vessel File Listing

On your VFL, you can:

- 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 VFL shows a list of all the current, open Vessel Files.

**Results (2)**

Click on a vessel name to open its vessel file. Show 10 entries

VESSEL NAME	VESSEL FLAG	IRCS	TYPE OF VESSEL	PORT OF CALL	ENTRY	STATUS	LAST FORM	DATE
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Archipelagic Fishing Port Palabuhanratu-West Java	Mon 18/04/16 10:00	OPEN/SHARED	TRXTD	19/04/16 12:26
<a href="#">TREVIGNON</a>	France (EU)	FMJQ	Purse seiners	Abbot Point	Wed 13/04/16 06:00	OPEN	OLT	19/04/16 12:05

[Previous](#) 1 [Next](#)

**Figure 5** 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 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:

- **Vessel name:** The vessel's name: click on it to open the relevant Vessel File where you can see details about the Vessel File.
- **Vessel Flag:** The vessel's Flag,
- **IRCS:** the vessel's International Radio Call Sign,
- **Type of vessel:** the vessel's type,
- **Port of Call:** the vessel's intended Port of Call
- **Entry:** the date of entry into port (as indicated in the AREP or in the PIR),
- **Status:** whether the file is OPEN or CLOSED,
- **Last form:** the last e-PSM form that has been submitted regarding that vessel. Clicking on the form's name (AREP, NFV, PIR...) allows you to display the PDF version of that file.
- **Date:** the date and time of submission of the last e-PSM form.

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.

INTENDED PORT OF CALL	KEYWORDS
All ports ▾	
FROM	TO
VESSEL FLAG	
-	
<input type="checkbox"/> Show also closed Vessel Files	
Reset Submit	

Figure 6 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.

The screenshot displays the search interface of the IOTC e-PSM application. It features a search form with the following fields and options:

- INTENDED PORT OF CALL:** A dropdown menu with the selected value "Archipelagic Fishing Port Palabuhanratu-West Java".
- KEYWORDS:** An empty text input field.
- FROM:** A date selection field with a calendar icon.
- TO:** A date selection field with a calendar icon.
- VESSEL FLAG:** A dropdown menu with the selected value "-".
- Show also closed Vessel Files:** An unchecked checkbox.
- Buttons:** "Reset" and "Submit" buttons.

Below the search form, the results are displayed under the heading "Results (1)". A message states: "Click on a vessel name to open its vessel file." To the right, there is a "Show 10 entries" option.

VESSEL NAME	VESSEL FLAG	IRCS	TYPE OF VESSEL	PORT OF CALL	ENTRY	STATUS	LAST FORM	DATE
<a href="#">Olivier's Pride</a>	France (EU)	XXYY	Longliners-Pole and Line vessels	Archipelagic Fishing Port Palabuhanratu-West Java	Mon 18/04/16 10:00	OPEN/SHARED	TRXTD	19/04/16 12:26

**Figure 7** 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.

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## 5 THE AREP PROCESS

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The e-PSM application offers the 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 your flag State has agreed to when it has adopted the Resolution 10/11 in 2010.

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

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

### IN A NUTSHELL: THE AREP PROCESS

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

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

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

## REMINDER

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

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

<http://epsm.iotc.org/library/contact/designated-port>).

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/library/contact/designated-port>).

As a Flag State Competent Authority, your role in the AREP process is mostly to receive notifications of the various forms that are created by the Vessel Representatives and of the responses sent by the Port State Competent Authority.

You might nonetheless receive Requests for Additional Information following an AREP (RAI-AREP) regarding a vessel flying your flag, to which you will have to respond.

## 5.1 Filling and submitting the AREP form

### 5.1.1 How are AREP forms submitted?

There are two ways to fill an AREP form:

1. The old way: the Vessel representative fills in the paper form as specified in annex 1 of the Resolution 10/11 and transmit it to the relevant PSCA, which will enter it in the e-PSM application;
2. The new way: the Vessel representative goes to the e-PSM section of the IOTC website: <http://epsm.iotc.org> and fills an electronic version of the AREP.

### 5.1.2 Recipients of the AREP

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”;
- the Competent Authority of the Port State.
- the Competent Authority of the Flag State.

If the Vessel Representative wishes so, she can add additional recipients to which the AREP will be sent by email:

- the Flag States contacts are listed as additional recipients by default;
- any other recipients can be added manually.

#### **TIP: WHO CAN BE ADDED AS ADDITIONAL RECIPIENTS OF AN AREP?**

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

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

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

### 5.1.3 Reception of the AREP

An email will promptly be sent to the various contacts, including the FSCA, which gives you a link to check the AREP/Vessel File status.

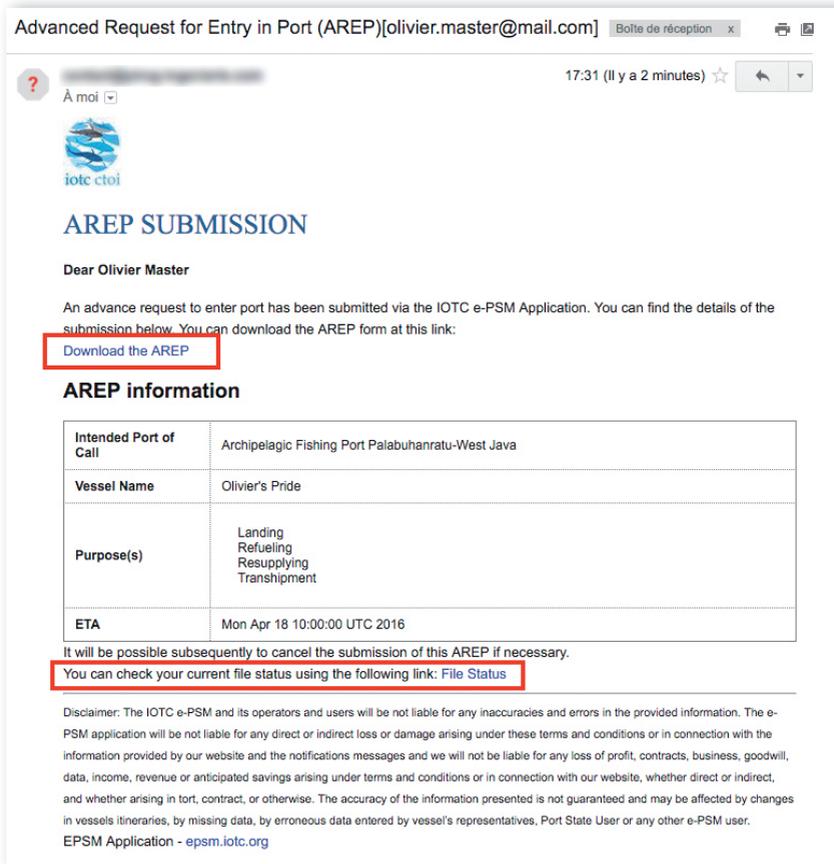


Figure 8 The AREP submission notification email

The AREP will also appear in your VFL, with the relevant Vessel File showing “AREP” in the “Last form” column.

## Vessel File

### Olivier's Pride

France (EU)

Type of vessel : Longliners-Pole and Line vessels

Types of gear : Pole and lines, Drifting longline

Length : 55.0, Beam : 13.0, Draft : 6.0

IRCS : XXYY

IOTC id :

IMO id : 1234567

External id :

Certificate of registry id :

Port of registration : Port Louis, MU (MUPLU)

Vessel owner : Olivier Owner

Vessel master : Olivier Master - French

EPSM File N°IDPAL\_Olivier's Pride\_FRA\_201604107\_7

Created on 2016-04-16 15:31:02.0 by Olivier Master

### Vessel photographs

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

### Vessel contact

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

### Forms

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

**Figure 9** The Vessel File status screen showing the vessel's details and contacts and the AREP form that has been submitted

Once the Vessel representative has successfully submitted the AREP, he just has to wait to be notified by email by the Port State Competent Authority:

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

## 5.2 Receiving a RAI-AREP and replying

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

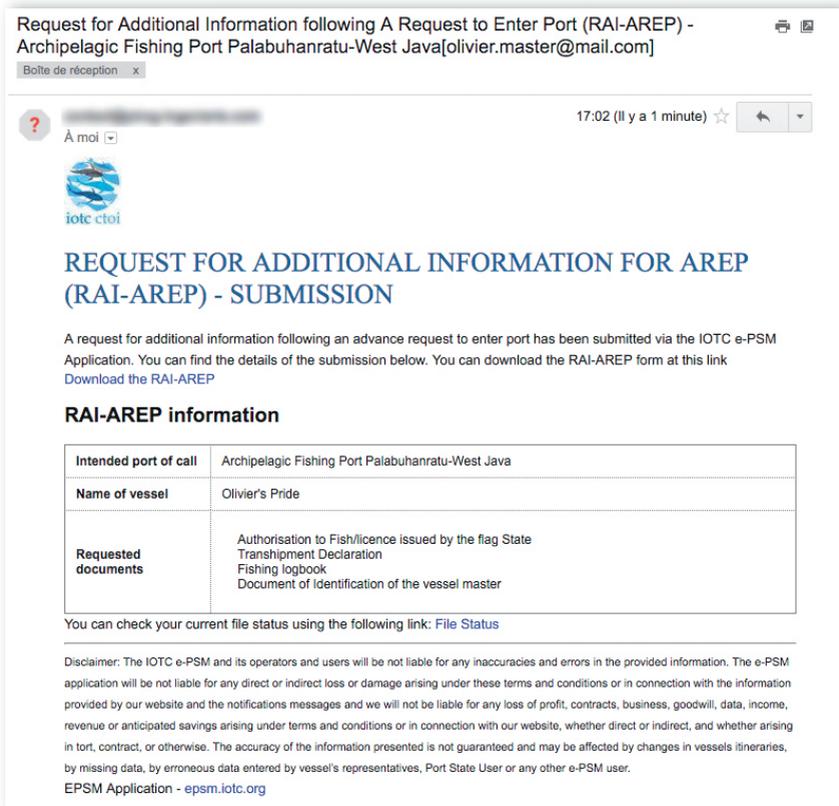
- the Vessel Representative (who sent the AREP),
- the Flag State Competent Authority (you),
- other officials, as needed.

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

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

You will be notified by an email sent to your contact address. This email

contains:



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

Boîte de réception x

À moi

17:02 (Il y a 1 minute)

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

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

**RAI-AREP information**

<b>Intended port of call</b>	Archipelagic Fishing Port Palabuhanratu-West Java
<b>Name of vessel</b>	Olivier's Pride
<b>Requested documents</b>	<ul style="list-style-type: none"> <li>Authorisation to Fish/licence issued by the flag State</li> <li>Transhipment Declaration</li> <li>Fishing logbook</li> <li>Document of Identification of the vessel master</li> </ul>

You can check your current file status using the following link: [File Status](#)

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

**Figure 10** 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;



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

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

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

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

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

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

**Figure 11** A RAI-AREP PDF document

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

### Vessel File

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

IRCS : XXXY  
 IOTC id :  
 IMO id : 1234567  
 External id :  
 Certificate of registry id :

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

**EPSM File N°IDPAL\_Olivier's Pride\_FRA\_201604107\_7**  
 Created on 2016-04-16 15:31:02.0 by Olivier Master

#### Vessel photographs

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

#### Vessel contact

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

#### Forms

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

**Figure 12** The Vessel File status page showing that there is a RAI-AREP awaiting response

The RAI-AREP will also appear in your VFL, with the relevant Vessel File showing “RAI-AREP” in the “Last form” column.

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

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

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

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 : Mon 18 April 2016 - 10:00 UTC	Port of call : Archipelagic Fishing Port Palabuhanratu-West Java	Arep received : Sat 16 April 2016

### Requested documents

TYPE OF DOCUMENT	REQUESTER COMMENTS	RESPONSE DATE	RESPONSE COMMENTS
Authorisation to Fish/licence issued by the flag State			
Transhipment Declaration			
Fishing logbook	2016-04-01 > 2016-04-18		
Document of Identification of the vessel master			

**Figure 13** The RAI-AREP Requested document screen on the Vessel File status page

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

**Submit a request document** x

**FILE TO UPLOAD**

Choisissez un fichier fs\_license.pdf

**RESPONSE COMMENTS**

Here is the Flag State licence

Close Submit

**Figure 14** The RAI-AREP Document Upload dialog

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

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

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 : Mon 18 April 2016 - 10:00 UTC  
Port of call : Archipelagic Fishing Port Palabuhanratu-West Java  
Arep received : Sat 16 April 2016

### Requested documents

TYPE OF DOCUMENT	REQUESTER COMMENTS	RESPONSE DATE	RESPONSE COMMENTS	
Authorisation to Fish/licence issued by the flag State		2016-04-18 15:11:37.0	Here is the Flag State licence	
Transhipment Declaration				
Fishing logbook	2016-04-01 > 2016-04-18			
Document of Identification of the vessel master				

**Figure 15** The RAI-AREP Requested document screen showing uploaded documents

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

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

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

### REMINDER

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

After that, you can safely go back to your VFL or log out and wait for the PSCA feedback:

- if the PSCA requires more details, you will receive a new RAI-AREP notification or a Request for new documents within the same RAI-AREP;
- if the PSCA has all the information required to take a decision regarding the AREP, they will send a Notification to a Fishing Vessel (NFV) to the Vessel representative, with copy to you.
- a link to download a PDF copy of the PIR;

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

### 5.3 Receiving a Notification to a Fishing Vessel

Once the PSCA has all the information required to take a decision regarding your AREP, they will send a Notification to a Fishing Vessel (NFV) to the Vessel representative, with copy to the FSCA, which can indicate:

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

The screenshot shows an email interface with the following content:

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

17:40 (Il y a 0 minute) ☆ ↶ ▾

A moi ▾

 iotc ctol

**NOTIFICATION TO FISHING VESSEL (NFV) - SUBMISSION**

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

**NFV information**

<b>Intended port of call</b>	Archipelagic Fishing Port Palabuhanratu-West Java
<b>Name of vessel</b>	Olivier's Pride
<b>Port state decision</b>	Port entry authorised

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

Figure 16 A Notification to a Fishing Vessel email

The NFV will also appear in your VFL, with the relevant Vessel File showing “NFV” in the “Last form” column.

## 6 THE PORT INSPECTION PROCESS

Depending on the national procedures and policies, the PSCA can require that a vessel flying your flag 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. **Receiving the PIR**

As FSCA, you will receive a PIR notification by email after each inspection of a vessel flying your flag. This email contains:

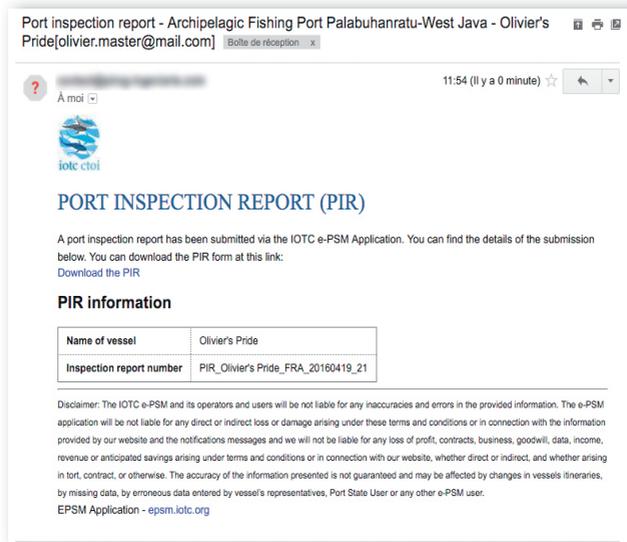


Figure 17 A PIR notification email

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

### Vessel File

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

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

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

**EPSM File N°IDPAL\_Olivier's Pride\_FRA\_201604107\_7**  
 Created on 2016-04-16 15:31:02.0 by Olivier Master

#### Vessel photographs

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

#### Vessel contact

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

#### Forms

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

**Figure 18** The Vessel File status page showing that there is a PIR

The PIR will also appear in your VFL, with the relevant Vessel File showing “PIR” in the “Last form” column.

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

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

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

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

**Figure 19** The PIR PDF document showing the differences between catch quantities declared in the AREP and those verified by the inspector

## 6.2 Receiving a RAI-PIR and replying

If the Competent Authority of the port State in which a vessel flying your flag has been inspected requires additional information following the Port Inspection, it may send a Request for Additional Information following a PIR (RAI-PIR), which can be addressed to:

- the Vessel Representative (who sent the AREP),
- the Flag State Competent Authority (you),
- other officials, as needed.

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

- Flag State Authorisation to Fish (ATF);
- Flag State Authorisation to Tranship;
- Fishing logbook (covering a given period);

- Vessel Certificate of National Registration;
- IOTC Transhipment declaration;
- VMS track (covering a given period);
- Any other information/document, as needed.

You will be notified by an email sent to your contact address. This email contains:



**Figure 20** A RAI-PIR notification email

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



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

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

**Request for additional information**

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

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

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

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

Figure 21 A RAI-PIR PDF document

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

## Vessel File

<b>Olivier's Pride</b> France (EU) Type of vessel : Longliners-Pole and Line vessels Types of gear : Pole and lines, Drifting longline Length : 55.0, Beam : 13.0, Draft : 6.0	IRCS : <b>XXYY</b> IOTC id : IMO id : <b>1234567</b> External id : Certificate of registry id :	Port of registration : Port Louis, MU (MUPLU) Vessel owner : <b>Olivier Owner</b> Vessel master : Olivier Master - French
--	---	---

**EPISM File N°IDPAL\_Olivier's Pride\_FRA\_201604107\_7**  
Created on 2016-04-16 15:31:02.0 by Olivier Master

### Vessel photographs

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

### Vessel contact

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

### Forms

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

**Figure 22** The Vessel File status page showing that there is a RAI-PIR awaiting response

The RAI-PIR will also appear in your VFL, with the relevant Vessel File showing “RAI-PIR” in the “Last form” column.

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

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

### RAIPIR\_OLIVIER\_S-PRIDE\_FRANCE- EU \_20160419

<b>Olivier's Pride</b> France (EU)	Type of vessel : Longliners-Pole and Line vessels Types of gear : Drifting longline, Pole and lines Length : 55.0 Beam : 13.0 Draft : 6.0	IRCS : XXYY IMO id : 1234567
---------------------------------------	---	---------------------------------

Estimated date and time of arrival : Mon 18 April 2016 - 10:00 UTC	Port of call : Archipelagic Fishing Port Palabuhanratu-West Java	Arep received : Sat 16 April 2016
---	---	--------------------------------------

#### Requested documents

TYPE OF DOCUMENT	REQUESTER COMMENTS	RESPONSE DATE	RESPONSE COMMENTS
Authorisation to Fish/licence issued by the flag State			📎
Transhipment Declaration			📎
Vessel Certificate of National Registration			📎
IOTC Transhipment Declaration			📎

**Figure 23** The RAI-PIR Requested document screen on the Vessel File status page

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

Submit a request document
✕

**FILE TO UPLOAD**

Choisissez un fichier: fs\_license.pdf

**RESPONSE COMMENTS**

Here is the FS license

Close Submit

**Figure 24** The RAI-PIR Document Upload dialog

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

**RAIPIR\_OLIVIER\_S-PRIDE\_FRANCE-\_EU\_\_20160419**

<b>Olivier's Pride</b> France (EU)	Type of vessel : Longliners-Pole and Line vessels Types of gear : Pole and lines, Drifting longline Length : 55.0 Beam : 13.0 Draft : 6.0	IRCS : XXYY IMO id : 1234567
Estimated date and time of arrival : Mon 18 April 2016 - 10:00 UTC	Port of call : Archipelagic Fishing Port Palabuhanratu-West Java	Arep received : Sat 16 April 2016

**Requested documents**

TYPE OF DOCUMENT	REQUESTER COMMENTS	RESPONSE DATE	RESPONSE COMMENTS	
Authorisation to Fish/licence issued by the flag State		2016-04-19 11:27:51.0	Here is the FS license	 
Transhment Declaration				
Vessel Certificate of National Registration		2016-04-19 11:28:27.0	Here is the vessel certificate	 
IOTC Transhment Declaration				

**Figure 25** The RAI-PIR Requested document screen showing uploaded documents

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

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

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

### REMINDER

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

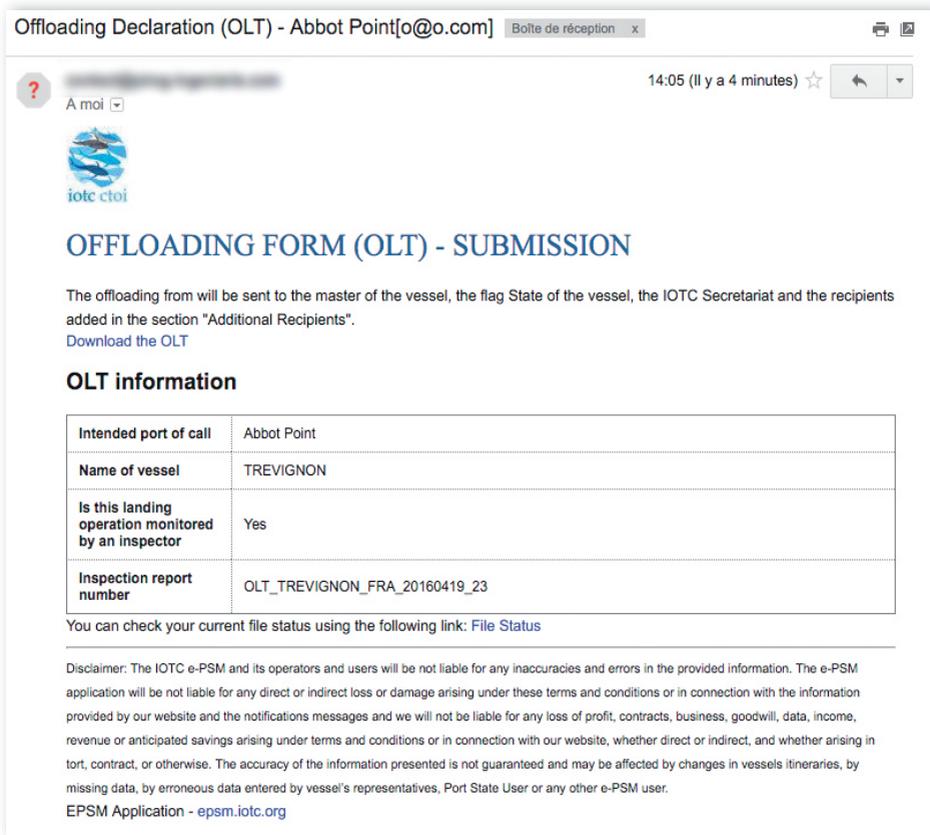
After that, you can safely go back to your VFL or log out and wait for the PSCA feedback:

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

## 6.3 The offloading declaration (OLT)

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

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



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

A moi ▾ 14:05 (Il y a 4 minutes) ☆ ↶ ▾

 iotec toi

### OFFLOADING FORM (OLT) - SUBMISSION

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

#### OLT information

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

You can check your current file status using the following link: [File Status](#)

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

Figure 26 An OLT notification email

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

## Vessel File

<b>TREVIGNON</b> <b>France (EU)</b> Type of vessel : <b>Purse seiners</b> Types of gear : <b>Purse seines</b> Length : <b>84.12</b> , Beam : <b>5.6</b> , Draft : <b>2319.0</b>	IRCS : <b>FMJQ</b> IOTC id : <b>3810</b> IMO id : External id : Certificate of registry id : <b>925754</b>	Port of registration : <b>Unknown</b> Vessel owner : <b>dfgdfggdgg</b> Vessel master : <b>fabio - Honduran</b>
---	--	--

**EPSM File N°AUABP\_TREVIGNON\_FRA\_201604104\_1**  
Created on 2016-04-13 06:26:34.0 by dfgdfggdgg

### Vessel photographs

PHOTO	DESCRIPTION	PHOTOGRAPHER NAME	PHOTO UPLOAD TIME	TAG

### Vessel contact

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

### Forms

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

**Figure 27** The Vessel File status page showing that there is an OLT which has been produced

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

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

**Figure 28** The OLT PDF document showing the differences between catch quantities declared in the AREP and those verified by the inspector

The OLT will also appear in your VFL, with the relevant Vessel File showing “OLT” in the “Last form” column.

## 7 THE TRANSHIPMENT MONITORING PROCESS

### 7.1 Transshipment as a receiver vessel (TRX-TDR)

If a vessel flying your flag receives fish products transhipped from another vessel while in port, the Vessel representative must transmit the Transshipment Declaration to the PSCA, then a Transshipment Declaration as a Receiver Vessel (TRX-TDR) will be filled by the PSCA’s Inspector in the e-PSM application, including the details about the transshipment operations (donor vessel, species/products transhipped etc.).

When the TRX-TDR has been completed by the Inspector and submitted to the e-PSM application, the Vessel representative and you, the PSCA, will receive a notification by email. This email contains:

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

À moi ▾ 14:26 (Il y a 4 minutes) ☆ ↶ ▾

 iotc ctoi

## TRANSHIPMENT DECLARATION (TRX/TD) - SUBMISSION

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

### Declaration details

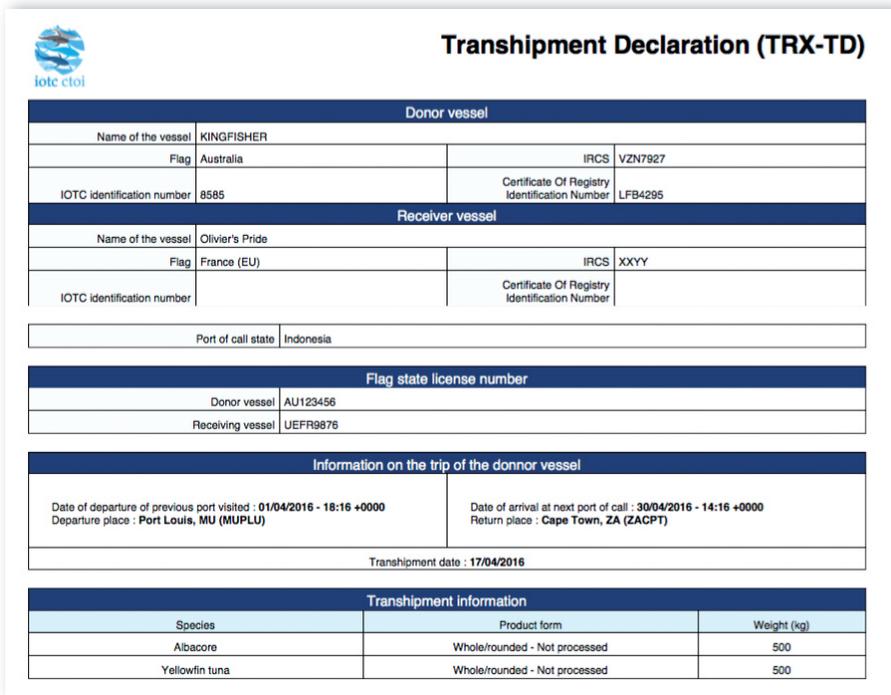
Intended port of call	Archipelagic Fishing Port Palabuhanratu-West Java
Donor vessel	KINGFISHER
Receiver vessel	Olivier's Pride

You can check your current file status using the following link: [File Status](#)

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

Figure 29 A TRX-TDR notification email

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



The form is titled "Transshipment Declaration (TRX-TD)" and features the IOTC logo in the top left corner. It is divided into several sections:

- Donor vessel:**

Name of the vessel	KINGFISHER		
Flag	Australia	IRCS	VZN7927
IOTC identification number	8585	Certificate Of Registry Identification Number	LFB4295
- Receiver vessel:**

Name of the vessel	Olivier's Pride		
Flag	France (EU)	IRCS	XXYY
IOTC identification number		Certificate Of Registry Identification Number	
- Port of call state:** Indonesia
- Flag state license number:**

Donor vessel	AU123456
Receiving vessel	UEFR9876
- Information on the trip of the donor vessel:**

Date of departure of previous port visited : 01/04/2016 - 18:16 +0000 Departure place : Port Louis, MU (MUPLU)	Date of arrival at next port of call : 30/04/2016 - 14:16 +0000 Return place : Cape Town, ZA (ZACPT)
Transshipment date : 17/04/2016	
- Transshipment information:**

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

Figure 30 A TRX-TDR PDF document

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

## Vessel File

<b>Olivier's Pride</b> <b>France (EU)</b> Type of vessel : Longliners-Pole and Line vessels Types of gear : Pole and lines, Drifting longline Length : 55.0, Beam : 13.0, Draft : 6.0	IRCS : XXYY IOTC id : IMO id : 1234567 External id : Certificate of registry id :	Port of registration : Port Louis, MU (MUPLU) Vessel owner : Olivier Owner Vessel master : Olivier Master - French
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**EPSM File N°IDPAL\_Olivier's Pride\_FRA\_201604107\_7**  
Created on 2016-04-16 15:31:02.0 by Olivier Master

### Vessel photographs

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

### Vessel contact

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

### Forms

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

**Figure 31** The Vessel File status page showing that there is a TRX-TDR which has been produced

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

The TRX-TDD will also appear in your VFL, with the relevant Vessel File showing “TRX-TDD” in the “Last form” column.

## 7.2 Transshipment as a donor vessel (TRX-TDD)

If a vessel flying your flag transships fish products to another vessel while in port, the Vessel representative must transmit the Transshipment Declaration to the PSCA, then a Transshipment Declaration as a Receiver Vessel (TRX-TDD) will be filled by the PSCA's Inspector in the e-PSM application, including the details about the transshipment operations (donor vessel, species/products transhipped etc.).

When the TRX-TDD has been completed by the Inspector and submitted to the e-PSM application, the Vessel representative and you, the PSCA, will receive a notification by email. This email contains:

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

The TRX-TDD will also appear in your VFL, with the relevant Vessel File showing “TRX-TDD” in the “Last form” column.

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

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## APPENDIX I

# FREQUENTLY ASKED QUESTIONS

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

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

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

PSM don't apply to:

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

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

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

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

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

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

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

► **My vessel has been granted entry into port, can my vessel be denied use of port services, landing or transshipment of catch?**

Yes, if the ports State:

- finds that your vessel does not have a valid and applicable authorization to engage in fishing or fishing related activities required by its flag State;

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

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

#### ► **What are the designated ports in the IOTC Area?**

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

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

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

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

#### ► **I cannot find my vessel in the e-PSM application when I want to submit**

### **a request to enter port?**

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

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

Contact the IOTC [Secretariat at epsm@iotc.org](mailto:Secretariat@iotc.org).

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

Contact the IOTC Secretariat at [epsm@iotc.org](mailto: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.



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# **INDIAN OCEAN TUNA COMMISSION COMMISSION DES THONS DE L'OCÉAN INDIEN**

Le Chantier Mall  
PO Box 1011, Victoria, Seychelles

Tel: + 248 422 54 94  
Fax: + 248 422 43 64

Email: [secretariat@iotc.org](mailto:secretariat@iotc.org)

[WWW.IOTC.ORG](http://WWW.IOTC.ORG)

