

e-RAV Quick Start series for CPCs: Creating new vessels and updating existing vessels

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What is this guide about?

This quick start guide will explain how you can use e-RAV to submit new and updated vessel information to the IOTC RAV (including about Carrier Vessels).

The main workflows described in this manual are:

- **Bulk updates:** load data in an Excel template, add image files as necessary > review the content of your submission including validation results > send for approval > approve and submit > publication by the IOTC Secretariat.
- **Interactive updates:** find the vessel to edit > make required changes > create submission > send for approval > approve and submit > publication by the IOTC Secretariat

The details on how to manage your CPC and users, as well as an overview of the e-RAV Dashboard, are provided in dedicated Quick Start guides.

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Updating your vessels in e-RAV: global workflow

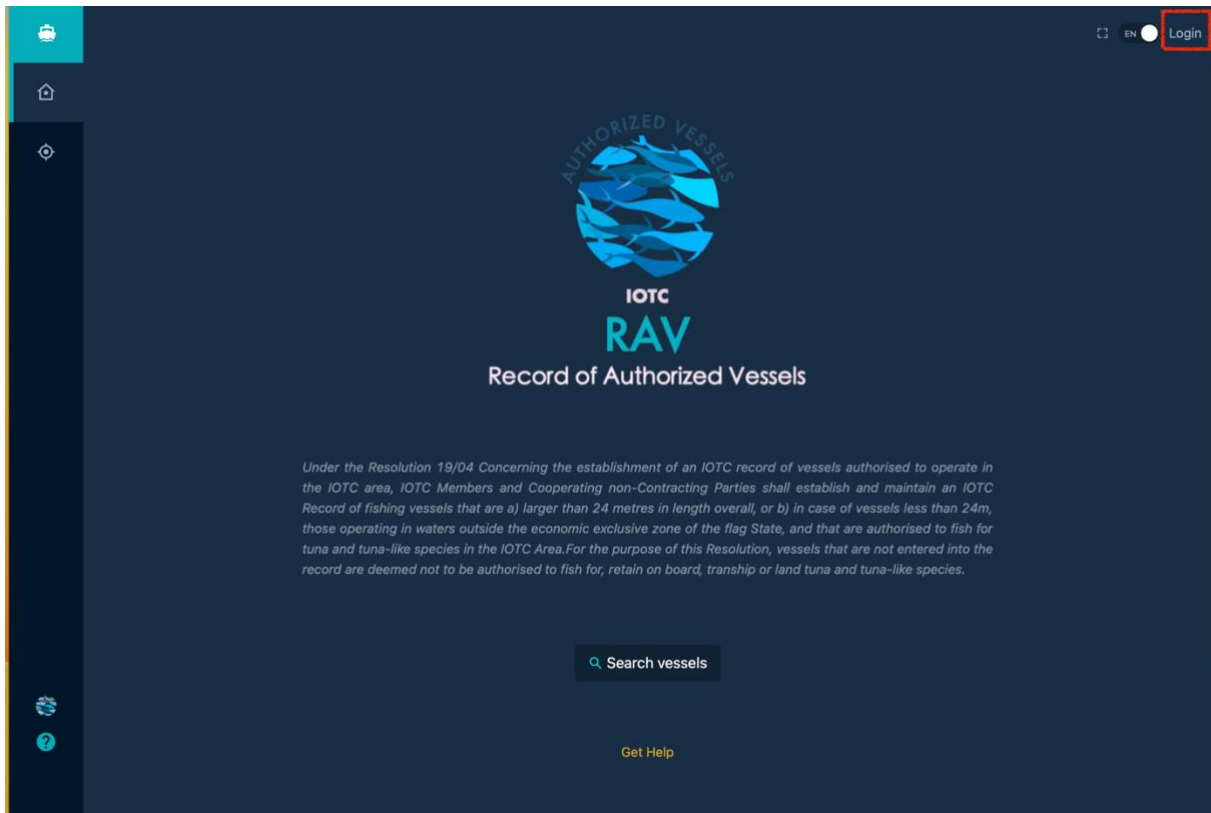
Below is the overall workflow for updating your vessels in e-RAV. Each step is detailed in the following sections.

- STEP 1: Sign in to e-RAV.**
- STEP 2: Provide your vessel information** from an Excel file or by interactively editing an existing vessel
- STEP 3: Save your work**, as a draft, which allows you to come back to it later, if needed.
- STEP 4: Request Approval**, if your CPC has an internal approval process in place.
- STEP 5: Submit the update to the IOTC Secretariat**, (if your submission has been approved when there is an internal approval process).
- STEP 6: Receive a notification**, once the IOTC Secretariat has **Published** your vessel information.

Signing in to the e-RAV

- STEP 1: Open the e-RAV URL in your web browser:**

<http://rav.iotc.org>,



- STEP 2: Log in:**

click on the "Login" button in the top right corner and enter your username or email and password in the login screen, then click "Submit".



Note that once connected, the application will keep you logged in for several days, unless you log out manually.

Once logged in, you will land on the e-RAV home page.

Submitting vessel information in bulk

When you need to add or update several vessels to the e-RAV, the faster way is to use bulk submissions, which use Excel templates that you fill with your information.

You can load vessel information to the e-RAV using data provided in Excel templates. The following types of submissions and the corresponding templates are available:

- **Vessels:** the default template covering all information about a vessel (details, authorizations, photographs), to be used when both adding or updating existing vessels.
- **Details only:** template covering only vessel details, to be used only for updating existing vessels.
- **Authorizations only:** template covering only vessel authorizations, to be used only for updating existing vessels.
- **Photographs only:** template covering only vessel photographs, to be used only for updating existing vessels.
- **Delistings:** to be used to delist existing vessels.
- **ROP Transhipment authorizations:** to be used to report (or revoke) authorizations to tranship with Carrier Vessels under the ROP (see **Reporting ROP Transhipment authorizations**)

All these templates are available to download on the IOTC website: <https://iotc.org/e-rav>.

Tips on filling the templates

Each reporting template includes a sheet named “Example” (and some a sheet named “Guidance”), which gives you helpful information on how to fill the form. Another sheet called “Codes” provides the various code lists that are to be used in the template.

Reporting fishing gears used by vessels

Fishing Vessels can use more than a single fishing gear types. If you need to report several gear types for a given vessel, please separate the gear type codes with a semicolon in the “Gear used” field of the Excel template.

E.g.: Gear used: “LL;GI;HAND”

Photographs in “Vessels” templates

When creating/updating a vessel with the Vessels template, photographs are mandatory to provide, and not providing them will block submission. Nonetheless, for vessels that are being updated, if they currently do have all three photographs in the e-RAV, then not providing photographs with the submission will simply be reported as a non-blocking Warning. We still encourage you to provide new photographs if any of the external markings of the updated vessel have changed.

To submit vessel information in bulk, sign in to the e-RAV then follow these steps:

STEP 1: Download the relevant template from the IOTC website (<https://iotc.org/e-rav>) and fill it.

Updating the IMO number

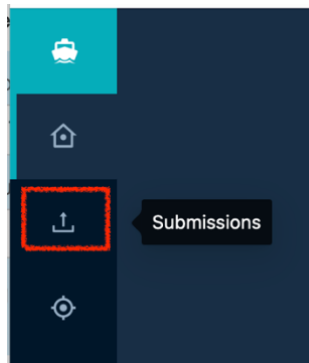
The IMO number of a vessel is unique and follows it across its whole life, so in theory it should never change. The IMO number in e-RAV can be (see submission template):

- NE: the vessel is not eligible to an IMO number;
- PENDING: an IMO number has been requested but not yet assigned;
- A valid 7 digits IMO number.

Nonetheless, there are cases where a Flag CPC might want to update the IMO number value:

- If the current value is empty (legacy information), NE, or PENDING, and a new IMO number status is available: in this case, you can edit the IMO number yourself when doing a submission.
- If the current value is a valid IMO number, but it has been incorrectly reported: in that case, you must contact the IOTC Secretariat and ask them to correct the IMO number for you.

STEP 2: Open the Submissions page: click the Submissions button in the left sidebar, and the Submissions page will be displayed.



Started	Status	Type	Statistics	New Count	Match Count
Jul 24, 2023	Submitted	Vessels	# 1 # 0 # 3	# 0	# 0
Jul 24, 2023	Pending Approval	Vessels	# 1 # 0 # 3	# 0	# 0
Jul 24, 2023	Draft	Vessels	# 0 # 0 # 0	# 0	# 0
Jul 20, 2023	Published	Vessels	# 1 # 0 # 0	# 0	# 0
Jul 20, 2023	Published	Vessels	# 1 # 0 # 0	# 1	# 1
Jul 20, 2023	Published	ROP Transshipment Authorizations	# 1 # 0 # 0	# 0	# 0
Jul 20, 2023	Published	Vessels	# 1 # 0 # 0	# 0	# 0
Jul 20, 2023	Published	Vessels	# 1 # 0 # 0	# 0	# 1
Jul 20, 2023	Published	Vessels	# 1 # 0 # 0	# 0	# 0
Jul 20, 2023	Published	Delistings	# 1 # 0 # 0	# 0	# 0

The Submissions page shows you a list of all your submissions, with, for each:

- The date when the submission was started.
- *For EU users only: The EU Flag State for which the submission was done.*
- The status of the submission: Draft, Pending Approval, Submitted, Published (see below).
- The type of submission (see above)
- Statistics: shows you the number of records in the submission, as well as the number of errors and warnings and of published records if the submission has been published.
- New Count: the number of new vessels in the submission.
- Match Count: the number of vessels automatically matched in the submission.

Submissions status

Submissions can be in one of the following statuses:

- **Draft:** this submission has been created and saved, for later completion.
- **Pending Approval:** this submission has been completed and send for approval by a CPC manager (for CPC with an internal approval process).
- **Submitted:** this submission has been submitted for review by the IOTC Secretariat.
- **Published:** this submission has been published by the IOTC Secretariat and the vessel information it contains is now visible in the e-RAV search results (note: ROP Transshipment authorizations information is only visible to signed-in users).

STEP 3: Start a New Submission: click the "New Submission+" button in the top right, and the New Submission page will be displayed.

RAV / All Submissions / Jul 24, 2023, 11:15 AM Australia User1

<New Submission>

Draft Jul 24, 2023

General Records Photo Upload Save

Submission Type: Vessels

Submission File(s): Drag or choose one or more files.

Note: Free-form text.

STEP 4: For EU users only: Select the EU Flag State for which you are doing the submission:

Flag State

None

- Belgium (EU)
- France (EU)
- Italy (EU)

Note that you can only submit files that contain vessels for a single Flag State. If you need to submit vessel updates for two or more Flag States, you will need to do it in separate data files.

STEP 5: Select the type of Submission: Click the Submission Type menu and choose the submission you want to do (see details [above](#)), i.e. what template you have filled:

Submission Type

Vessels

- Details Only
- Authorizations Only
- Photographs Only
- Delistings
- ROP Transhipment Authorizations

STEP 6: Upload your data file: drag and drop your template on the "Submission file(s)" area or click it to open the file chooser.

Submission File(s)

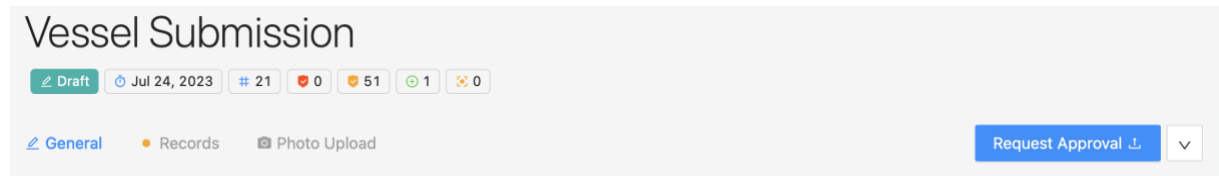
Addition and Modification from MDV.xlsx

Drag or choose one or more files.

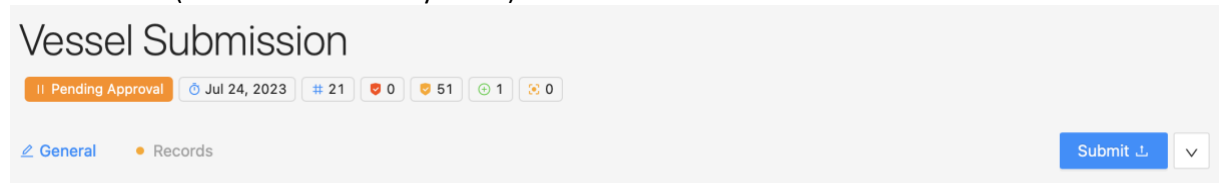
STEP 7: Upload the vessel photographs: if you are uploading a full Vessels or a Photographs only submission, upload the relevant image files in the "Photo upload" tab (see detailed section below).

STEP 8: Review your submission: consult the content of your submission, including the validation results; resolve any blocking submission (see **Reviewing your submission**).

STEP 9: Send your submission for internal Approval: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.



STEP 10: Submit: this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).




STEP 11: Publication: when the IOTC Secretariat has published your submission, you will be notified by email and the records will be visible in the search results for both signed in users and public users.



Note: if you want to download the Excel file used to create a submission, you can do so by simply clicking on its name in the General tab.

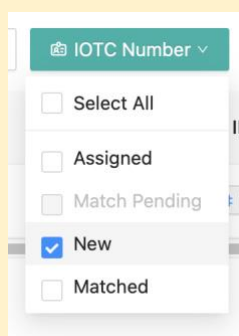
Recording the IOTC numbers for new vessels or matched vessels

When you add new vessels to the RAV, they do not have an IOTC number, which is assigned in two ways:

- by matching it to an existing vessel: it might be that you forgot to include the IOTC number for a record, or that this vessel actually exists already (maybe it was deflagged from another country), and in this case, once you resolve the match, the IOTC number will be carried from the matched vessel;
- by the IOTC Secretariat when they publish new record. Until the submission is published, the new vessels are marked with a specific badge: 

To find what IOTC numbers were assigned to your new vessels, follow this process:

- Wait for the email notification indicating that your submission was published.
- Open the relevant submission (from the link in the email or from the e-RAV's list of All Submission)
- Each **new** vessel in the submission will be displayed with its new IOTC number: 
- Each **matched** vessel in the submission will be displayed with its matched IOTC number: 
- You can filter the records in a submission to show only the new or matched IOTC numbers by using the "IOTC Number" filter:



- **It is strongly recommended that you note the IOTC number assigned to each new or matched vessel and that you update it in your own vessel database, so that the next submissions will contain it.**

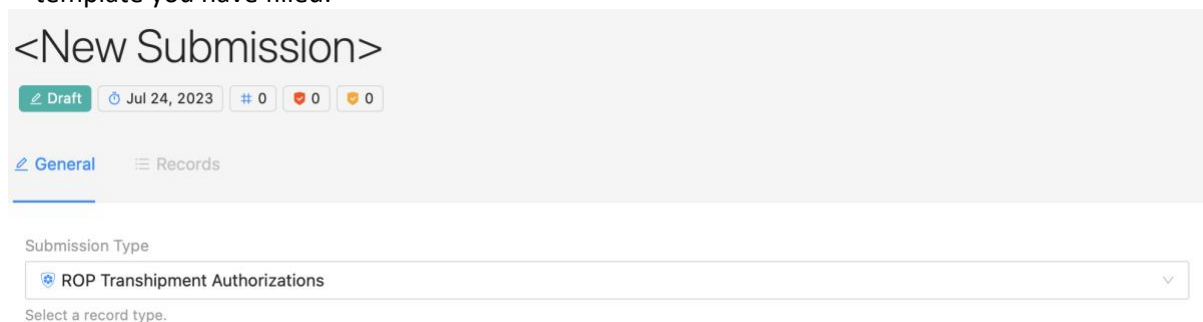
Reporting ROP Transshipment authorizations

Under *Resolution 22/02 On Establishing a Programme for Transshipment by Large-scale Fishing Vessels*, IOTC maintains a Record of Carrier Vessels (CV). This has two sides:

- **Carrier Vessels can be submitted by their own Flag States to the RAV (if they are a CPC)**, just like any other Fishing Vessel (FV). This is simply done by using the code "CV" in the column "Record Kind" of the Vessels template. Note that if the CV's Flag State is not an IOTC CPC, then it will have to contact the IOTC Secretariat to complete the listing process.
- **Flag States must declare the CVs they authorise their Fishing Vessels to tranship with:** this includes providing the IOTC Number of the relevant CV, the type of transshipment authorised (at sea or in port), as well as the start and end date of the ROP Transshipment authorisation.

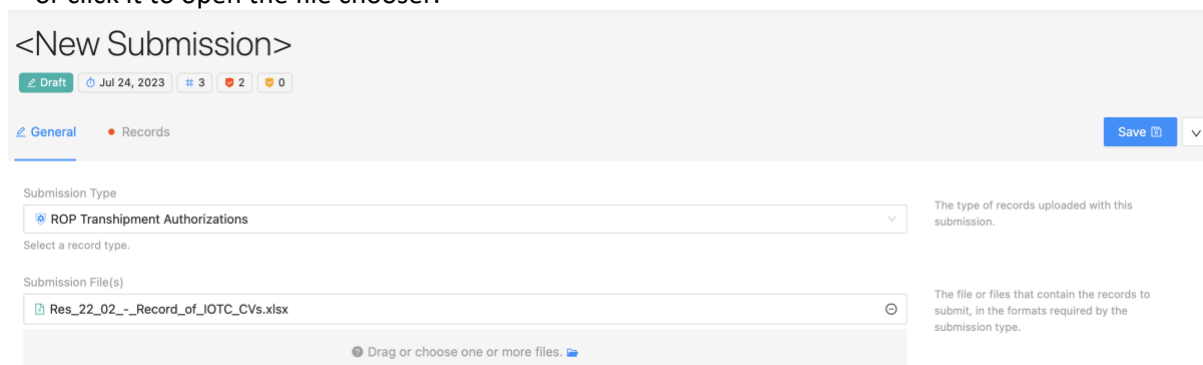
This process can only be achieved by using a bulk upload template, as follows:

- STEP 1: Download the relevant template** from the IOTC website (<https://iotc.org/e-rav>) and fill it (see the Template for instructions on how to fill it).
- STEP 2: Open the Submissions page:** click the Submissions button in the left sidebar, and the Submissions page will be displayed.
- STEP 3: Start a New Submission:** click the "New Submission+" button in the top right, and the New Submission page will be displayed.
- STEP 4: For EU users only: Select the EU Flag State** for which you are doing the submission.
- STEP 5: Select the "ROP Transshipment Authorizations" type of Submission:** Click the Submission Type menu and choose the submission you want to do (see above), i.e. what template you have filled:



The screenshot shows the 'New Submission' form. At the top, it displays '<New Submission>' and a status bar with 'Draft', 'Jul 24, 2023', '# 0', '0', and '0'. Below this, there are tabs for 'General' and 'Records'. The 'Submission Type' dropdown menu is open, showing 'ROP Transshipment Authorizations' selected. Below the dropdown, it says 'Select a record type.'

- STEP 6: Upload your data file:** drag and drop your template on the "Submission file(s)" area or click it to open the file chooser.



The screenshot shows the 'New Submission' form with the 'Submission File(s)' section. The 'Submission Type' dropdown is still set to 'ROP Transshipment Authorizations'. The 'Submission File(s)' field contains the file 'Res_22_02_-_Record_of_IOTC_CVs.xlsx'. Below the field, there is a button that says 'Drag or choose one or more files.' To the right of the field, there is a small text box that says 'The file or files that contain the records to submit, in the formats required by the submission type.'

- STEP 7: Review your submission:** consult the content of your submission, including the validation results; resolve any blocking submission (see **Reviewing your submission**).
- STEP 8: Send your submission for internal Approval:** if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.
- STEP 9: Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

ROP Transshipment Authorization Submission

Pending Approval Jul 24, 2023 3 0 0

General Records

Submit

Submission Type

ROP Transshipment Authorizations

The type of records uploaded with this submission.

Select a record type.

Submission File(s)

Res_22_02_-_Record_of_IOTC_CVs.xlsx

The file or files that contain the records to submit, in the formats required by the submission type.

STEP 10: Publication: when the IOTC Secretariat has published your submission, you will be notified by email and the ROP Transshipment Authorizations records will be visible in the search results for signed in users only.

Note: if you want to **Revoke** the ROP Transshipment Authorization of one or more Carrier Vessels, upload a template with the exact details of the authorisations you want to revoke and include "Yes" in the "Revoke" column:

ALL FIELDS ARE MANDATORY (EXCEPT "Revoke") If any of the information is not provided, the authorisation cannot be updated.					
Entry #	IOTC Record Number	Type of TRX authorisation	Authorised from	Authorised to	Revoke
1	IOTC018416	port	01/08/2023	01/09/2023	
2	IOTC018748	sea	04/09/2023	21/11/2023	
3	IOTC018356	sea	01/01/2023	31/12/2023	yes
4					
5					

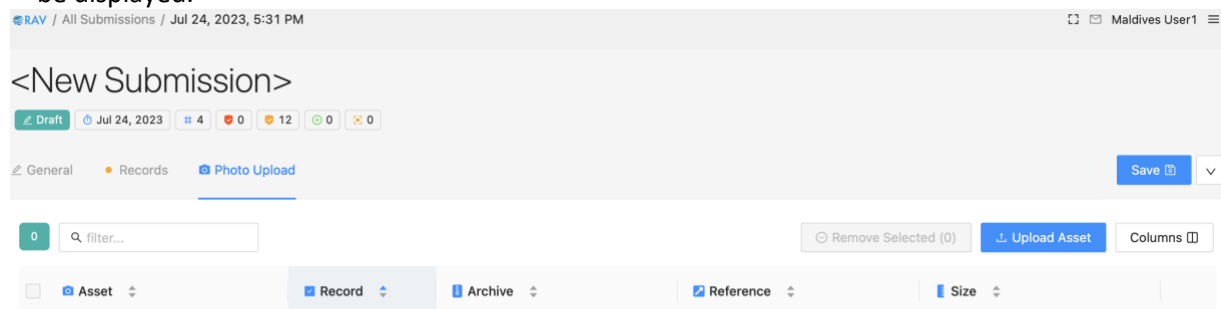
Photo upload

When you bulk update or create vessels, the "Vessels" and "Photographs only" templates include three columns for the three mandatory Vessel Photographs: Bow, Starboard and Port.

Of course you cannot include these photographs in the Excel template, so what you provide in these columns is the filename of each photograph.

You then need to upload the corresponding files. This is done in the "Photo upload" tab, with the following process.

STEP 1: Open the "Photo Upload tab": click on the tab name and the Photo Upload tab will be displayed.



STEP 2: Upload your vessel photographs: drag and drop the image files referenced in the Excel template in the window or click the "Upload asset" button to open the file chooser and select the images. Note that you can add multiple images and even ZIP archives containing your images. Just make sure to include any subfolder path information in the Excel template in the case of ZIP archives:

Colour photographs of the vessel showing (For vessels not authorized to operate outside the EEZ of the flag CPC, requirement will be effective after 1 January 2022).		
Starboard side of the vessel, showing the whole structure is provided	Portside of the vessel, showing the whole structure	Bow of the vessel
9036_1.jpg	9036_2.jpg	9036_3.jpg
9040_1.jpg	9040_2.jpg	9040_3.jpg
9052/9052_1.jpg	9052/9052_2.jpg	9052/9052_3.jpg
9115/9115_1.jpg	9115/9115_2.jpg	9115/9115_3.jpg

Images that you upload and that are matched to existing references in the Excel file will be clearly identified in the "Record #" column, while unmatched image files will be discarded on submission.

Asset	Record	Archive	Reference	Size
P7695A-01-10-O MASDHUVELI			p7695a-01-10-o masdhuv...	241.11 KB
9040_1.jpg	# IOTC013802		9040_1.jpg	133.24 KB
9040_2.jpg	# IOTC013802		9040_2.jpg	142.74 KB
9040_3.jpg	# IOTC013802		9040_3.jpg	242.08 KB
9036_1.jpg	# IOTC015522		9036_1.jpg	110.68 KB
9036_2.jpg	# IOTC015522		9036_2.jpg	199.37 KB
9036_3.jpg	# IOTC015522		9036_3.jpg	174.95 KB

Note that if you go back to the "Records" tab and open one of the records for which you have added images, they will be visible in the Details drawer:

FEEROZ-5

Address NA

AUTHORIZATIONS

From 17/01/23
To 16/01/24

PHOTOGRAPHS

Bow

Name 9036_3.jpg

Type image/jpeg

Archive Unknown

Size 174.95 KB

Resolution 811x1323

Portside

Name 9036_2.jpg

Type image/jpeg

Archive Unknown

Size 199.37 KB

Resolution 1600x1200

Starboard

Name 9036_1.jpg

Type image/jpeg

Archive Unknown

Size 110.68 KB

Resolution 830x678

STEP 3: Save your submission: this will ensure that the uploaded images are preserved and will clear the "Photo Upload" tab. You can repeat this process as often as you need to complete a submission.

Providing vessel photographs

Note that when you use bulk upload to create or update vessels, there are cases when you **should** provide photographs:

- **when the vessel is a new one;**
- **when the vessel already exists in the RAV but does not have all three photographs;**
- **when some of the vessel's "external" features have changed, which are reflected on the physical vessel: new flag, name, IRCS, port of registration etc.**

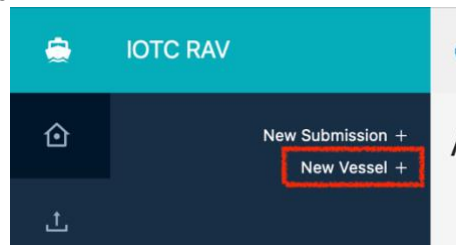
You **can** also upload new photographs because you have new ones of better quality.

There are also cases when you want to update a vessel's information, but the external physical aspect of the vessel hasn't changed, and **you do not have new photographs: in that case, it is recommended to not upload the same photographs again**, and simply ignore the warning about missing photographs.

Adding a new vessel interactively

If you do not want to use the Excel template to add new vessels to the RAV, you can use the e-RAV's interactive creation process:

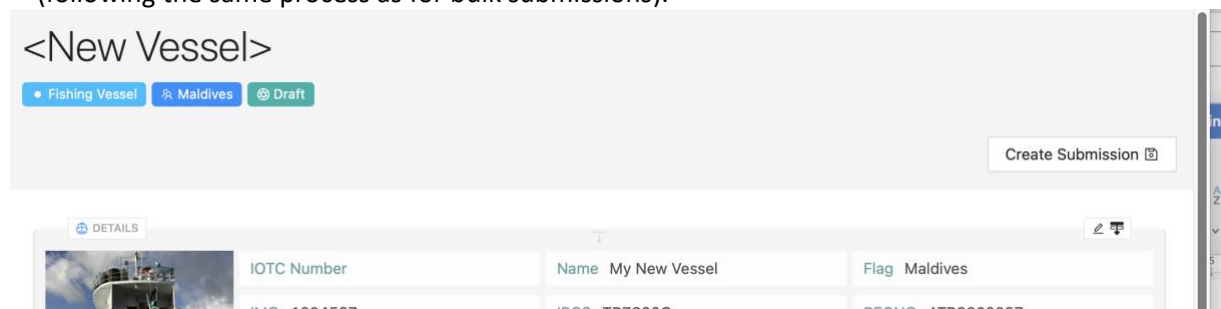
STEP 1: Open the sidebar and click "New vessel+": you can do that from the All Submissions or All Vessels/Search pages:



STEP 2: Fill in the required information about the new vessel: you are presented with an "empty" vessel page, with the usual three "cards" (sections). Cards with a red border are mandatory to fill or the submission will be blocked, cards with a yellow border are mandatory but not blocking (See **Filling the new vessel information** below).

STEP 3: Review the vessel information: all issues are reported during the interactive process, so please review them before creating your submission. (see the detailed section below).

STEP 4: Create your submission: once all information has been satisfactorily provided, click the "Create submission" button. This will create a new Submission containing all information about the new vessel (and upload the image files), and move it to the Submissions queue (following the same process as for bulk submissions).

A screenshot of the 'New Vessel' form in the IOTC RAV system. The form is titled '<New Vessel>' and has three tabs: 'Fishing Vessel', 'Maldives', and 'Draft'. The 'Maldives' tab is selected. There is a 'Create Submission' button in the top right corner. Below the tabs, there is a 'DETAILS' section with a table of vessel information. The table has three columns: 'IOTC Number', 'Name', and 'Flag'. The 'IOTC Number' column contains '1234567', the 'Name' column contains 'My New Vessel', and the 'Flag' column contains 'Maldives'. There are also two rows of information below the table, one for 'IMO' and one for 'IRCS', both with values.

<New Submission>

Draft
Jul 24, 2023
1
0
0
1
0

General
Records
Save

1
Validation
Status
IOTC Number
Flag
Type
Port
Ignore (0)
Columns

IOTC N.	Status	Name	IMO	Type	Gear
<input type="checkbox"/>	New Vessel	My New Vessel	1234567	Longliner-Pole and	Gillnet Hand line

STEP 5: Review your submission: your submission should have been reviewed during the interactive vessel entry, but at this step any possible match will be highlighted (see **Resolving Pending Matches** below).

STEP 6: Send your submission for internal Approval: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 7: Review and Approve: if you are a manager, then you can review the submission, including issues etc. (see **Reviewing your submission**) and then Submit it.

STEP 8: Submit: this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 9: Publication: when the IOTC Secretariat has published your submission, you will be notified by email and the new vessel will be visible in the search results for both signed in users and public users.

Filling the new vessel information

<New Vessel>

Fishing Vessel
Maldives

DETAILS

IOTC Number	Name	Flag	Maldives
IMO	IRCS	REGNO	
Kind	Type	Range	
Port			
GT	Total Volume	LOA	GRT
			CC (MT)

Owner

Address

Beneficial Owner

Address

Operator

Address

Operating Company

Address

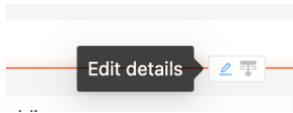
AUTHORIZATIONS

[Add Authorizations...](#)

PHOTOGRAPHS

[Add Photographs...](#)

To fill a card, double-click on it or click the Edit button in its top right:



This will open the card in a drawer where you can enter the relevant data. *To close the drawer, simply click outside of it.*

Details

Mandatory fields are denoted with a red border.

Edit Details

Revert ↻

Name

Can't be empty.

IMO

Can't be empty.

IRCS


Can't be empty.

While you fill in all the information, your entries will be instantly validated and, as needed, error messages will be displayed.

IMO 

IMO is an invalid number.

Some fields allow you to enter free text or numbers, some offer you a list of possible options, with a single or multiple selection allowed.

Fishing gear 

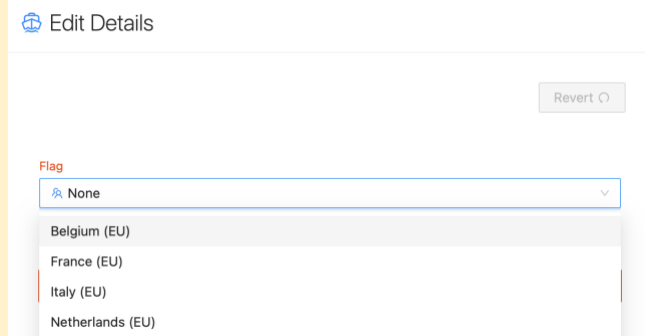
Gillnet Hand line Longline

- Driftnet
- Mid-water trawl
- Other
- Pole and line
- Purse seine
- ...

The special case of the European Union

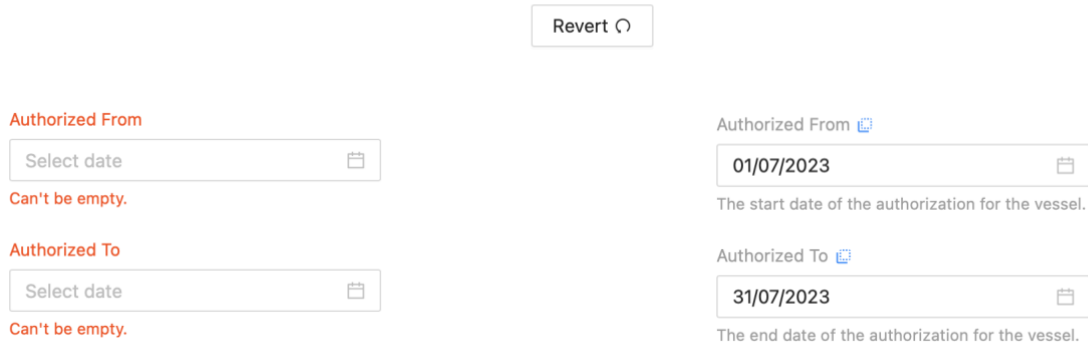
Since the EU is the contracting party reporting to IOTC information for vessels flying the flags of EU Member States, it is treated slightly differently from other CPCs.

Indeed, as an EU user, you can create and edit vessels for any of the EU Flag States. So when you interactively create a new vessel, you must select its Flag:



Authorizations

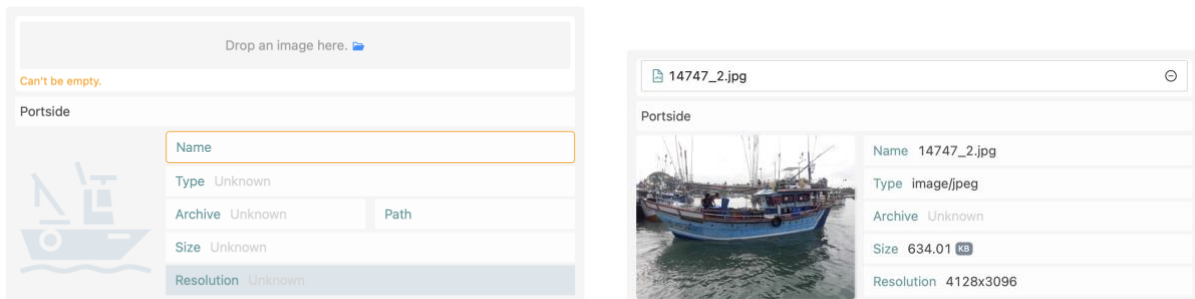
✓ Edit Authorizations



Click in the From and To date pickers to select the dates of start and end of the vessel's authorisation.

Photographs

For any of the bow, starboard and port vessel photographs, drag and drop an image file on the upload area or click it to open the file browser:



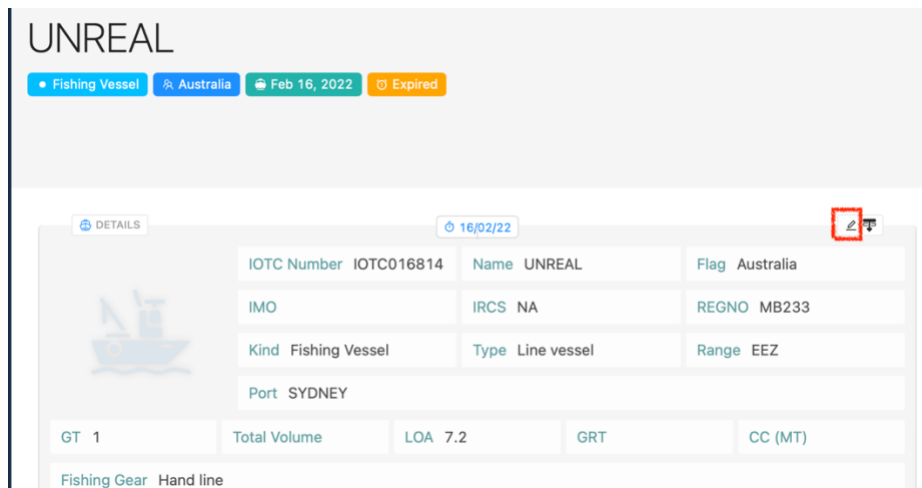
The selected photograph will be previewed as a thumbnail.

Note that the images will only be uploaded when you click the "Create submission" button for the new vessel.

Editing an existing vessel interactively

If you need to update information about a vessel already in the RAV, but do not want to use the Excel templates, you can use the e-RAV's interactive creation process:

STEP 1: Find the vessel you want to edit: use the Vessel Search on the All Vessels page, find the vessel you need to edit and open it. If you can edit the vessel (i.e. you have editing permissions and the vessel is flying your flag), then each of the three cards will be presented with an active Edit button:



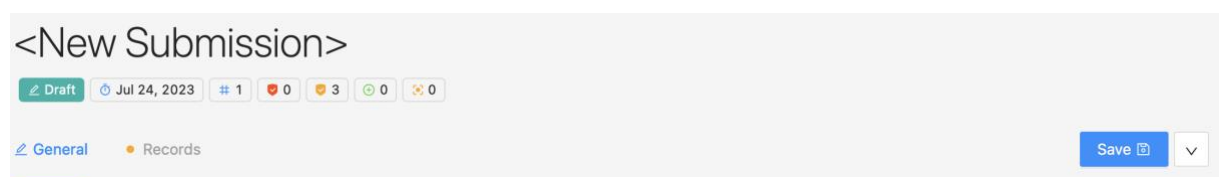
STEP 2: Edit information about the selected vessel: (See [Editing an existing vessel information](#) below).

Updating the IMO number

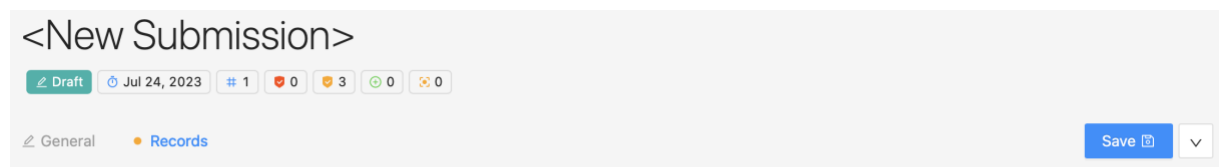
[See above.](#)

STEP 3: Review the vessel information: all issues are reported during the interactive process, so please review them before creating your submission. (see [Reviewing your submission](#) below).

STEP 4: Create your submission: once all information has been satisfactorily provided, click the "Create submission" button. This will create a new Submission containing all information about the updated vessel (and upload the image files), and move it to the Submissions queue (following the same process as for bulk submissions).



Submission Type
 The type of records uploaded with this submission.
 Select a record type.



1 | | Validation | Status | IOTC Number | Flag | Type | Port | Ignore (0) | Columns

IOTC N. | Status | Name | IMO | Type | Gear

IOTC016814 | Uploaded | UNREAL | NE | Line vessel | Hand line

- STEP 5: Review your submission:** your submission should have been reviewed during the interactive vessel entry, but at this step you can still review your changes.
- STEP 6: Send your submission for internal Approval:** if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.
- STEP 7: Review and Approve:** if you are a manager, then you can review the submission, including issues etc. (see **Reviewing your submission**) and then Submit it.
- STEP 8: Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).
- STEP 9: Publication:** when the IOTC Secretariat has published your submission, you will be notified by email and the updated vessel information will be visible in the search results for both signed in users and public users.

Editing an existing vessel information

Click the Edit button for the card you want to update information in and it will open in the Edit drawer where you can update the relevant data. *To close the drawer, simply click outside of it.*

Details

Mandatory fields are denoted with a red border. You might notice that some missing information is now mandatory and you won't be allowed to submit updates to this vessel until this information has been provided,

Edit Details

Name

The current name of the vessel.

IMO

Can't be empty.


IRCS

International Radio Call Sign.

REGNO

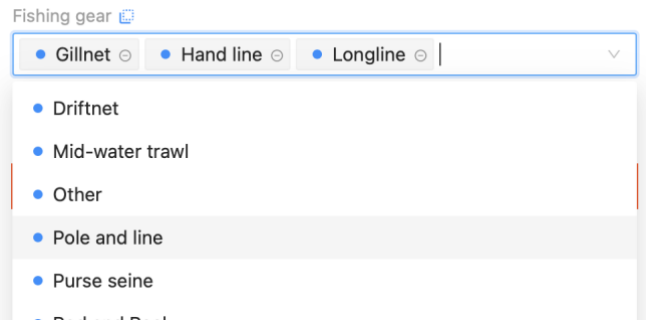
National or EU registration number (NRN/CRF).

While you fill in all the information, your entries will be instantly validated and, as needed, error messages will be displayed.

IMO 

IMO is an invalid number.

Some fields allow you to enter free text or numbers, some offer you a list of possible options, with a single or multiple selection allowed.



Authorizations

Authorized From

01/07/2023

The start date of the authorization for the vessel.

Authorized To

31/07/2023

The end date of the authorization for the vessel.

Click in the From and To date pickers to select the dates of start and end of the vessel's authorisation.

Photographs

For any of the bow, starboard and port vessel photographs, drag and drop an image file on the upload area or click it to open the file browser:

Edit Photographs

[Revert ↻](#)

	Name	
	Type	Unknown
	Archive	Unknown Path
	Size	Unknown
	Resolution	Unknown

14747_2.jpg ⊙

Portside

Name	14747_2.jpg
Type	image/jpeg
Archive	Unknown
Size	634.01 <small>KB</small>
Resolution	4128x3096

The selected photograph will be previewed as a thumbnail.

If you want to replace existing photographs, simply click on the "-" icon to the right of the current file name to delete it, then add your new photographs.

Note that the images will only be uploaded when you click the "Create submission" button for the new vessel.

Delisting a vessel

There are several reasons why a vessel would be delisted:

- The vessel is no longer authorised by your Flag State to operate in the Indian Ocean;
- The vessel is no longer flying your Flag;
- The vessel has been physically destroyed;

To delist vessels, you can use:

- the bulk process, which allows you to delist several vessels at the same time
- the interactive process, which allows you to delist a single vessel at a time

Bulk delisting

If you have a list of vessels that you want to delist, follow the process below.

STEP 1: Download the relevant template from the IOTC website (<https://iotc.org/e-rav>) and fill it (see the Template for instructions on how to fill it).

STEP 2: Open the Submissions page: click the Submissions button in the left sidebar, and the Submissions page will be displayed.

STEP 3: Start a New Submission: click the "New Submission+" button in the top right, and the New Submission page will be displayed.

STEP 4: For EU users only: Select the EU Flag State for which you are doing the submission.

STEP 5: Select the "Delistings" type of Submission: Click the Submission Type menu and choose the submission you want to do (see above), i.e. what template you have filled:

Submission Type

Select a record type.

STEP 6: Upload your data file: drag and drop your template on the "Submission file(s)" area or click it to open the file chooser.

Submission Type

Select a record type.

Submission File(s)

Drag or choose one or more files.

STEP 7: Save and Send your submission for internal Approval: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

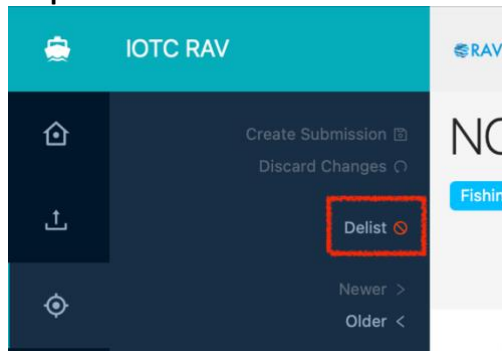
STEP 8: Submit: this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 9: Publication: when the IOTC Secretariat has published your submission, you will be notified by email and the updated vessels will be marked as delisted in the search results for both signed in users and public users.

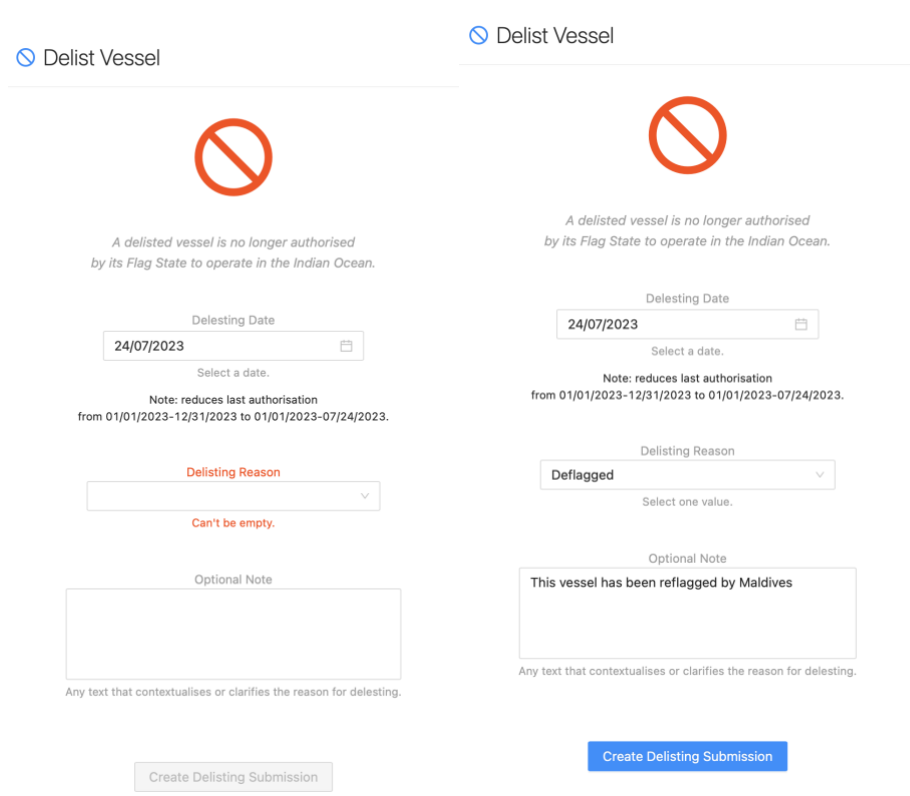
Interactive delisting

STEP 1: Find the vessel you want to delist: use the Vessel Search on the All Vessels page, find the vessel you need to delist and open it. If you can edit the vessel (i.e. you have editing permissions and the vessel is flying your flag), then you can delist it.

STEP 2: Open the sidebar and click the "Delist" button:



STEP 3: Enter the Delisting details: You must select a Date for delisting (by default, the current date) and a reason for delisting; you can enter an optional note if you want to add more details about the delisting. Note that selecting "Scrapped" as a delisting reason is definitive and that vessel will never be able to be relisted in the RAV.

Two side-by-side screenshots of the 'Delist Vessel' form. Both screens show a warning icon at the top and the text: 'A delisted vessel is no longer authorised by its Flag State to operate in the Indian Ocean.' The left screen shows the 'Delisting Date' field with '24/07/2023' and a calendar icon, a 'Delisting Reason' dropdown menu that is empty with the text 'Can't be empty.', and an 'Optional Note' text area. The 'Create Delisting Submission' button is greyed out. The right screen shows the 'Delisting Date' field with '24/07/2023', a 'Delisting Reason' dropdown menu with 'Deflagged' selected, and an 'Optional Note' text area containing 'This vessel has been reflagged by Maldives'. The 'Create Delisting Submission' button is now blue and active.

STEP 4: Create your Delisting submission: once all information has been satisfactorily provided, click the "Create Delisting submission" button. This will create a new Delisting Submission containing all information about the delisted vessel, and move it to the Submissions queue (following the same process as for bulk submissions).

<New Submission>

[Draft](#) Jul 24, 2023 # 1 1 0

[General](#) • [Records](#) Save

Submission Type
 The type of records uploaded with this submission.
 Select a record type.

<New Submission>

[Draft](#) Jul 24, 2023 # 1 1 0

[General](#) • [Records](#) Save

1 [Validation](#) [Status](#) [Flag](#) [Ignore \(0\)](#) [Columns](#)

IOTC N.	Status	Name	Date	Reason for delisting	Note
<input type="checkbox"/> IOTC017204	Uploaded		24/07/23	Deflagged	This vessel has been reflagged by Maldives

STEP 5: Save and Send your submission for internal Approval: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 6: Review and Approve: if you are a manager, then you can review the submission, including issues etc. (see **Reviewing your submission**) and then Submit it.

STEP 7: Submit: this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 8: Publication: when the IOTC Secretariat has published your submission, you will be notified by email and the updated vessels will be marked as delisted in the search results for both signed in users and public users.

Automatic delisting

Vessels for which the authorisation has expired for more than 2 years, as well as those that were historically created more than 2 years ago without an end of authorisation date will be automatically delisted by the system.

When this happens, you will be notified by an email containing a list of the delisted vessels.

Relisting a vessel

If a vessel has been delisted for any other reason than "Scrapped", then it can be relisted:

- If the vessel was delisted because it was not authorised anymore, it can only be claimed by its Flag State;
- If the vessel was delisted because it was deflagged, then it can be claimed by any other Flag State.

There are two ways to relist/claim a vessel:

- Bulk relisting
- Interactive relisting

Bulk relisting

To bulk relist one or more vessels, simply include it in a full Vessels template or an Authorisations only template and on upload it will be claimed for your Flag State. Note that there is nothing specific to include in the templates to relist the vessel.

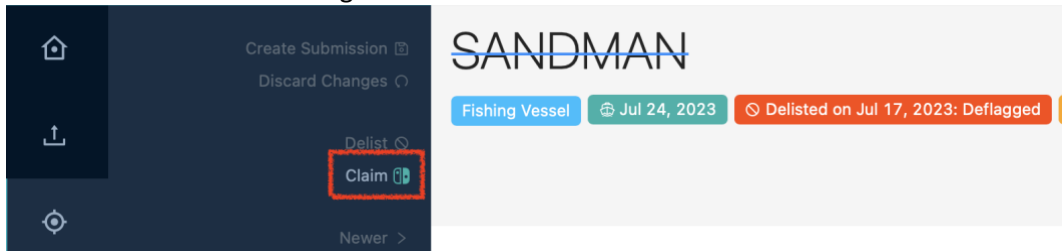
If the vessel had been deflagged by its former Flag State and is now flying your flag, the vessel will be claimed and this will be visually indicated in the submission by a "Claimed" icon to the right of its

IOTC Number: IOTC016813 . Mouse over the Claimed icon to see from what previous Flag it was claimed from.

Manual relisting

To manually relist a vessel, find it using the vessel search (remember to activate the "Show delisted vessels" option), open it, and:

- for a vessel no longer authorised, edit the information about the new authorisation, then click the "Create submission" button like for a normal Vessel Update. Once the submission has been published, the vessel will be relisted;
- for a vessel that had been deflagged, open the sidebar and click the "Claim" button; this will assign your flag to the vessel and switch it into Edit mode, where you can enter any updated information before clicking the Create "Submission button".



Reviewing your submission

Once your data file (or interactive submission) has been loaded, the system will perform a number of validations on its format and content.

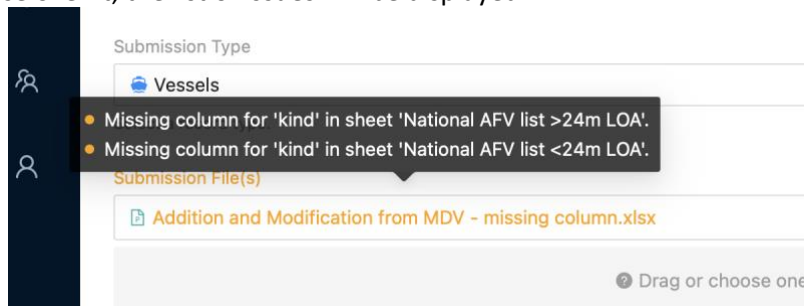
Please note that the e-RAV will not allow you to correct any issue with your submission in the application: it only allows you to "Ignore" problematic records to not block your submission, but actual corrections will need to be made in your own database or in the Excel file, then re-uploaded.

Resource issues

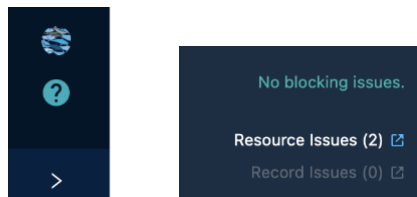
Resource issues are at the level of the file itself and are blocking. For example, it can be a missing column, or a cell that should contain a date and contains text.

They are reported in two places:

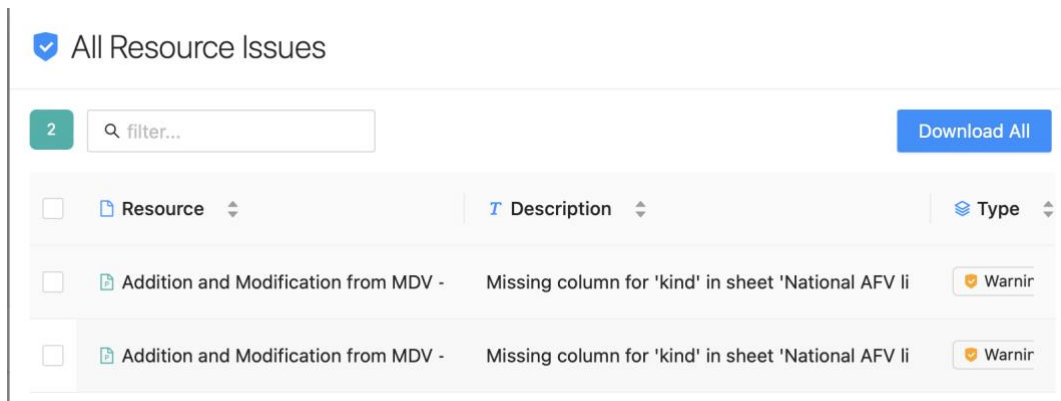
- **The General tab:** the name of the file where the issue is will be highlighted in orange and, if you mouse over it, the list of issues will be displayed:



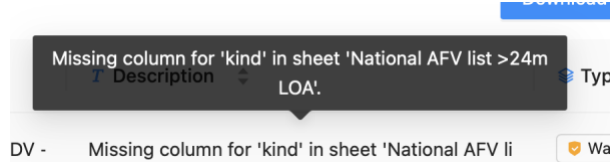
- **The sidebar:** Open the sidebar by clicking on the ">" button and click on the "Resource issues" button:



This will open the Resource Issues drawer that shows you a list of all resource issues, that you can filter or download as an Excel file (for example if you need to investigate further).



If a message is too long to display, simply mouse over it to read it:



Note that you can save a draft submission with resource issues, but you will not be able to submit it.

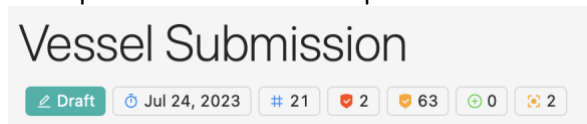
Record issues

Record issues are at the level of each record, such as missing mandatory fields, invalid codes provided etc.

Record issues are divided in two severity categories:

- **Errors:** these are blocking issues and will not allow you to submit the corresponding records. This makes the record **Invalid**. Examples include missing mandatory data, incorrect code provided etc, as well as potential vessel matches (see below).
- **Warnings:** these are non-blocking issues and will allow you to submit the corresponding records. This makes the record **Valid with Warnings**. Examples include missing photographs, missing Beneficial owner address etc.

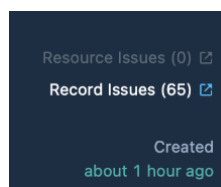
The number of records issues is presented in a series of pills under the vessel name:



In this example, there are 2 blocking errors and 63 non blocking warnings, as well as two pending matches.

You can consult the various issues in two ways:

- **The sidebar:** open the sidebar and click the "Record issues" button, which will open the All Record Issues drawer:



<input type="checkbox"/>	Vessel	Description	Type
<input type="checkbox"/>	RASKURI (IOTC009127)	Missing photo for 'portside'.	Warning
<input type="checkbox"/>	RASKURI (IOTC009127)	Missing photo for 'bow'.	Warning
<input type="checkbox"/>	JADE (NEW)	The record hasn't been assessed against its possible matches yet.	Error
<input type="checkbox"/>	JADE (NEW)	Missing photo for 'starboard'.	Warning
<input type="checkbox"/>	JADE (NEW)	Missing photo for 'portside'.	Warning
<input type="checkbox"/>	JADE (NEW)	Missing photo for 'bow'.	Warning
<input type="checkbox"/>	FAHIROADHI (IOTC009115)	Missing photo for 'starboard'.	Warning

This drawer shows you a list of all record issues, that you can filter or download as an Excel file (for example if you need to investigate further). You can download all issues or only those that you have selected by checking their box on the left.

- **The Records tab:** see below.

Reviewing individual records

If you open the **Records** tab, the application will show you a list of all records it identified in your submission file, organised as a table with one row per record, and one column per data field.

IOTC N.	Status	Name	IMO	Type	Gear	Port	From	To
IOTC009127	Uploaded	RASKURI	NE	Pole and Line vessel	HAND / PL	S	04/02/23	03/02/24
JADE	Match Pending	JADE	NE	Pole and Line vessel	HAND / PL	K	02/02/23	01/02/24
IOTC009115	Uploaded	FAHIROADHI	NE	Pole and Line vessel	HAND / PL	S	04/02/23	03/02/24
ROADHI	Match Pending	ROADHI	NE	Pole and Line vessel	HAND / PL	HA	07/02/23	06/02/24
IOTC017609	Uploaded	SAMAK	NE	Pole and Line vessel	HAND / PL	GN	03/02/23	02/02/24
IOTC013519	Uploaded	ALIRAASTHA	NE	Pole and Line vessel	HAND / PL	K	08/02/23	07/02/24

For each record, the "Status" column indicates the status of the particular record:

- **Uploaded:** this is the default status until otherwise changed.
- **Ignored:** when the record has been ignored by a CPC users
- **Rejected:** when the record has been rejected after review by an IOTC Secretariat staff
- **Published:** when the record has been published after review by an IOTC Secretariat staff and is visible in the Search results

Customizing the display of the list of results

Columns

Apply ✓ Discard ↻

Select which columns you want to see in the table and/or drag-and-drop them to change their order.

Changes will persist for the length of this session, but you can also save them as the default for future sessions.

Select All ☰ ☷ Deselect All

- Identifier
- Name
- Flag State
- # IMO
- Type
- From
- To
- # IRCS

Some columns not shown for space reasons

- Operator
- Operating Company
- Beneficial Owner
- Owner

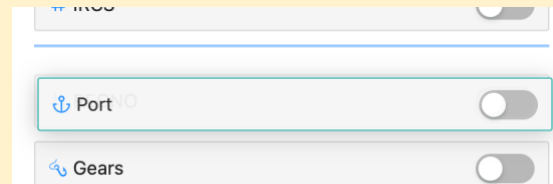
Reset to Defaults Save as preference

If you want to change the columns displayed in the list of results and the order in which they appear, simply click the Columns button



. This opens the Columns drawer, showing the list of available data fields.

- Toggle a field on to show it in the list of results, or toggle it off to hide it.
- Click on Select all or deselect all to do what it says.
- Click on a field name and drop it where you want to reorder the column layout



- Click the Apply button to apply your changes.
- Click the Discard button to cancel your changes.
- Once you have applied changes, you can click on the Save as preference button to make this column layout permanent when you run queries.

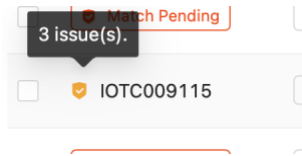
Save as preference


- If you have saved a layout as preference, click the Reset to defaults button to go back to the standard layout.

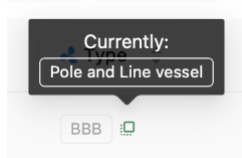
The "IOTC N." column also contains an indication of any issue detected for the relevant record:

-  non-blocking issue(s)
-  blocking issue(s)
-  blocking pending match(es) (see below)

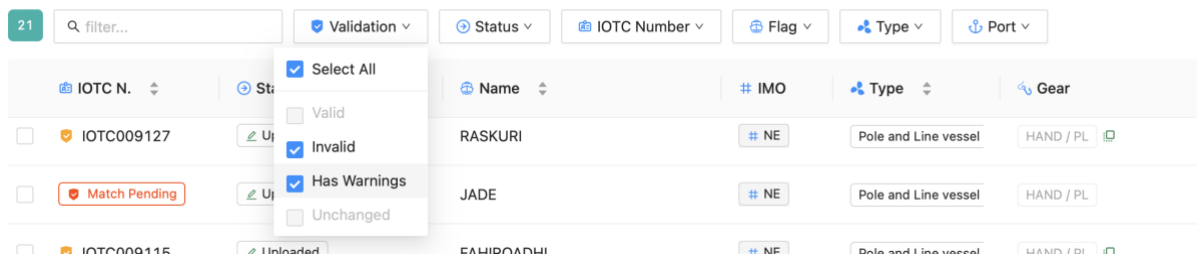
Mousing over the icon will reveal the number of issues affecting the record:



Some data fields are displayed with a  icon which means their value is being updated by the new submission compared to the current record in the e-RAV. Mouse over the icon to see the current value:



You can **filter** the list of records in your submission by typing free text in the "filter..." box or by using the drop-down filters:



Clicking on a record's "IOTC N." value (or "Match pending" pill) will display the **Full details** of the record in a drawer:

SEA NETWORK 🔗

Record is Valid

DETAILS

IOTC Number	Name SEA NETWORK	Flag Thailand
REGNO 460001298	IRCS HSB 4831	IMO 7637553
Kind Carrier Vessel	Type Cargo freezer	Range High Seas
Port Bangkok		
CC (MT)	Total Volume 5123.94	GT 2989
	LOA 101.93	GRT
Owner SEA NETWORK CO.,LTD.		
Address 2/133 Moo.1 Thachin, Muang Samutsakorn 74000, Thailand		
Beneficial Owner SEA NETWORK CO.,LTD.		
Address 2/133 Moo.1 Thachin, Muang Samutsakorn 74000, Thailand		
Operator Krung Siam Maritime Co.,Ltd.		
Address 69/181 M.12 Phutthamonthonchai 3 Soi 23, Phutthamonthonchai 3 Rd, Salatummasop, Taweewatthana, Bangkok 10107, Thailand		
Operating Company SEA NETWORK CO.,LTD.	Co. No 745555004561	
Address 2/133 Moo.1 Thachin, Muang Samutsakorn 74000, Thailand		
Previous Names ANUSORN REEFER	Previous Flags THAILAND	
Previous Deletions N/A		


AUTHORIZATIONS

From 07/09/23

To 23/08/25

PHOTOGRAPHS

Starboard

	Name Starboard_sea network.jpg
	Type image/jpeg
	Archive Unknown
	Size 66.42 KB
	Resolution 658x548

This drawer is composed of 3 "cards": Details, Authorizations and Photographs.

Data fields that are being updated by the submission compared to the previous record in the e-RAV are highlighted with a colored background. You can see the previous historical details about the vessel matching this record by clicking on the Open history button:

Show Issues...

Show older details. 📄

522	Name FEEROZ-5	Flag Maldives
	IRCS 8QT7548	REGNO P2690B-01-10-T
	Type BBB	Range EEZ

FEEROZ-5 🔗

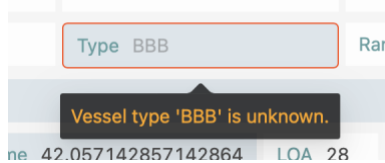
[🔴 Show Issues...](#)

IOTC Number	IOTC015522	Name	FEEROZ-5	Flag	Maldives
IMO	NE	IRCS	8QT7548	REGNO	P2690B-01-10-T
Kind	Fishing Vessel	Type	BBB	Range	EEZ
Port	K				
GT	29.44	Total Volume	42.057142857142864	LOA	28
GRT					
CC (MT)					
Fishing Gear	Hand line		Fishing Gear	Pole and line	
Owner	ALI AHMED				
Address	DHAFTHARU NO 3641				
Beneficial Owner	Same as vessel Owner				
Address	Same as vessel Owner				
Operator	ALI AHMED				
Address	DHAFTHARU NO 3641				
Operating Company	NA		Reg.No	NA	
Address	NA				

🕒 16/02/23

IOTC Number	IOTC015522	Name	FEEROZ-5	Flag	Maldives
IMO		IRCS	8QT7548	REGNO	P2690B-01-10-T
Kind	Fishing Vessel	Type	Pole and Line vessel	Range	EEZ
Port	Male				

Each data field affected by an issue is highlighted by a colored border (red for errors, yellow for warnings). Mousing over the affected field will show details about the issue:



You can also consult a list of all the issues affecting a record by clicking on the "Show issues" button:



Close Issues

IOTC Number	IOTC015522	Name	FEEROZ-5	Flag	Maldives
IMO	NE	IRCS	8QT7548	REGNO	P2690B-01-10-T
Kind	Fishing Vessel	Type	BBB	Range	EEZ
Port K					
GT	29.44	Total Volume	42.057142857142864	LOA	28
Fishing Gear		Hand line	Fishing Gear		Pole and line
Owner ALI AHMED					
Address DHAFTHARU NO 3641					
Beneficial Owner Same as vessel Owner					
Address Same as vessel Owner					
Operator ALI AHMED					
Address DHAFTHARU NO 3641					
Operating Company NA			Reg.No NA		
Address NA					

16/02/23

IOTC Number	IOTC015522	Name	FEEROZ-5	Flag	Maldives
IMO		IRCS	8QT7548	REGNO	P2690B-01-10-T
Kind	Fishing Vessel	Type	Pole and Line vessel	Range	EEZ



This record is not valid and cannot be submitted for publication. Invalid records should be ignored. They can then be fixed and uploaded again in a new submission.

Invalid

Validation Results

- VESSEL TYPE 'BBB' IS UNKNOWN.

- MISSING PHOTO FOR 'STARBOARD'.

- MISSING PHOTO FOR 'PORTSIDE'.

- MISSING PHOTO FOR 'BOW'.

[Ignore This Record](#)

This will display a sub-drawer showing a list of issues (red for errors, yellow for warnings).

Note that you can access the current record for the vessel being updated by a given record by clicking on the button in the top right of the record drawer.

Dealing with issues

When a submission contains record issues, there are several ways to deal with them.

- Errors:** since they will make the record invalid and submission cannot proceed until they have been addressed.
- Warnings:** since they will not make the record invalid and submission will be able to proceed they do not *have* to be addressed, but they are still an indication of a data quality issue.

Uploading a new data file

You can choose to correct errors or warnings in your own database, then uploading the corrected file in the e-RAV again. You can do that directly in the same submission if you have saved it as a draft, by opening it in the list of submission, going to the General tab and deleting the current file (click on the "-" button to the right of its name), and adding your corrected file.

Submission Type

Vessels

Select a record type.

Submission File(s)

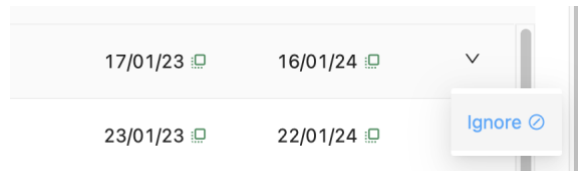
Addition and Modification from MDV.xlsx

Drop or choose one or more files

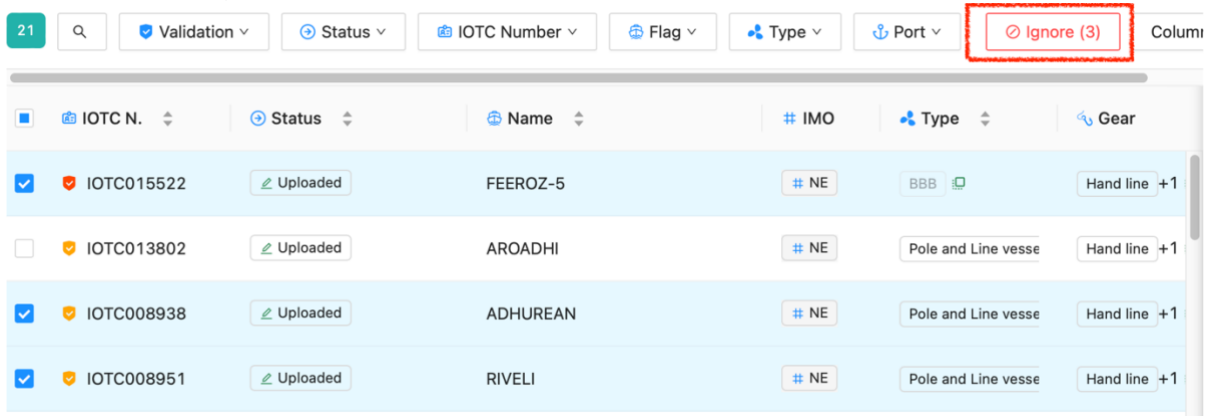
Ignoring records with issues

You can also choose to Ignore the problematic records and continue with only the valid records (including those with warnings).

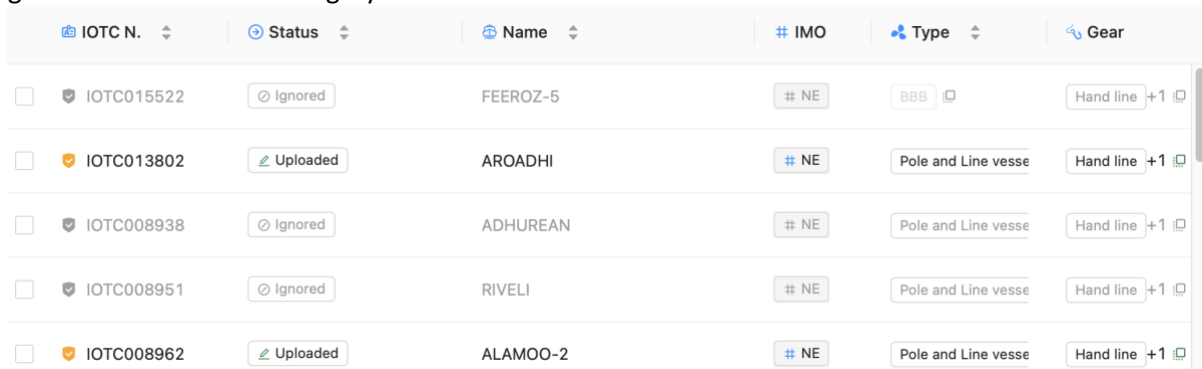
To ignore a record, you can click on the menu button in the rightmost column and select "Ignore":



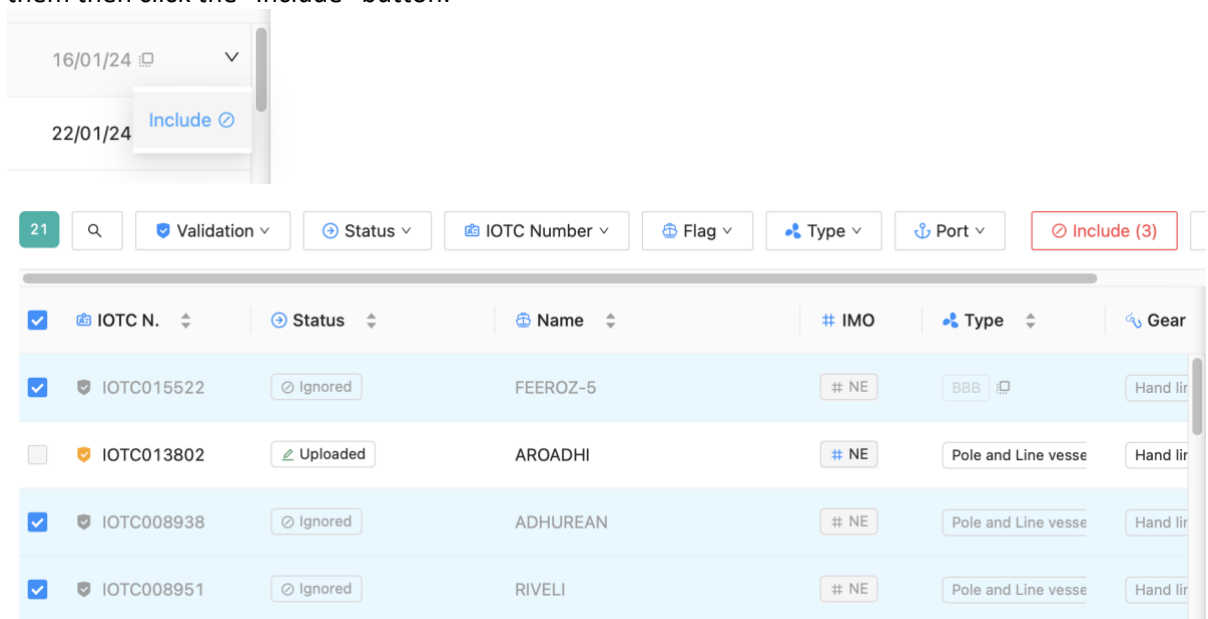
If you need to ignore more than one records, you can also select each relevant record by checking the box in the leftmost column and clicking the now active "Ignore" button (which shows the number of selected records):



Ignored records are shown greyed out:



If you want to revert ignored records, simply use the right-most menu to Include them, or select them then click the "Include" button:

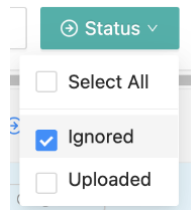


When you "Ignore" records, they will still be included as part of the submission when it is sent for approval and then reviewed by the IOTC Secretariat, but they will not be published.

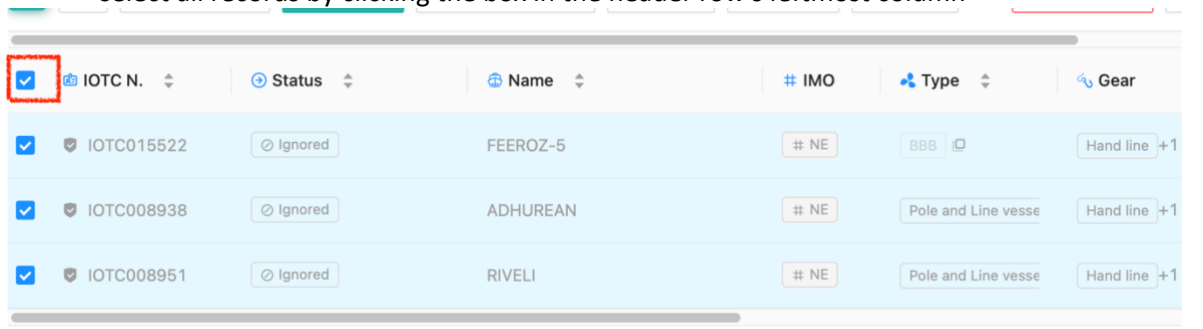
If you want your submission to proceed towards publication and be submitted for review by the IOTC Secretariat, you **must** ignore all records with errors (or upload a new file with no errors).

Note: you can download a list of all ignored records, for example if you decide to go ahead with the current submission's records that have no issues, and work on fixing the issues in your database, for later uploading of the corresponding records. To do this:

- filter all ignored records,

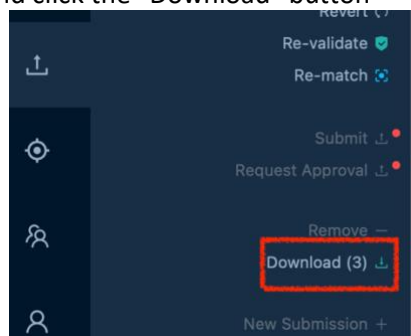


- select all records by clicking the box in the header row's leftmost column

A screenshot of a data table with columns: IOTC N., Status, Name, IMO, Type, and Gear. The 'IOTC N.' column has a 'Select All' checkbox highlighted with a red box. Below the header, three rows of data are visible, all with 'Ignored' status.

<input checked="" type="checkbox"/>	IOTC N.	Status	Name	IMO	Type	Gear
<input checked="" type="checkbox"/>	IOTC015522	Ignored	FEEROZ-5	# NE	BBB	Hand line +1
<input checked="" type="checkbox"/>	IOTC008938	Ignored	ADHUREAN	# NE	Pole and Line vesse	Hand line +1
<input checked="" type="checkbox"/>	IOTC008951	Ignored	RIVELI	# NE	Pole and Line vesse	Hand line +1

- then open the sidebar and click the "Download" button



- in the Download records drawer, select whether you want them exported with codes (e.g. BB) or labels (e.g. Bait boat) and click the "Download records now" button to obtain an Excel file with all the selected records.

Download Record(s)



This downloads the 3 records that are currently selected or shown in the record list. Many record properties can be represented with codes or the corresponding names. Choose to include codes or names in the file.

- Include codes
 Include full names

Download Records Now ↓

Resolving Pending Matches

Some records are marked with "Match Pending" in the IOTC N. column. This means that you haven't provided an IOTC number for this record, but that the system has identified existing vessels in the RAV database that are potential matches for this vessel. This is helpful to avoid creating duplicated vessels in the RAV.

Matching happens based on comparing several fields, such as IMO number (this is a 100% match), other vessel identifiers (Name, IRCS, Flag...) etc.

Until a Pending Match is resolved, the record will be considered as Invalid and will be blocking.

To resolve a Pending match, click on the "Match pending" badge to open the Record Drawer, then click on the "Show Matches..." button. This will open the Matches sub-drawer:

ROADHI

Show Issues... Close Matches...

DETAILS

IOTC Number	Name ROADHI	Flag Maldives
IMO NE	IRCS 8QA2550	REGNO P9000B-01-11-A
Kind Fishing Vessel	Type Pole and Line vessel	Range EEZ
Port HA		
GT 11.93	Total Volume 17.042857142857144	LOA 14 GRT CC (MT)
Fishing Gear Hand line	Fishing Gear Pole and line	
Owner MOHAMED ADAM		
Address HIYAALIEBAAGU		
Beneficial Owner Same as vessel Owner		
Address Same as vessel Owner		
Operator MOHAMED ADAM		
Address HIYAALIEBAAGU		
Operating Company NA	Reg.No NA	
Address NA		

AUTHORIZATIONS

From 07/02/23

Matches

This record doesn't have an identifier but it appears to match one of the records below. Confirm a match, or reject them all to publish the first record of a new vessel.

Pending match

Possible Matches

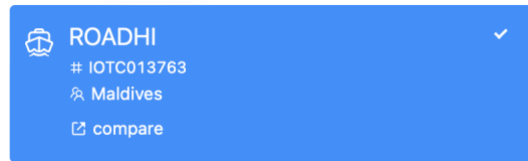
- KEVELI YFT
IOTC014117
Maldives
compare
- ROADHI
IOTC013602
Maldives
compare
- ROADHI
IOTC013763
Maldives
compare

This offers you a list of Possible matches.

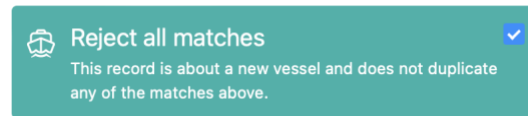
You cannot select greyed out ones because it might be that it is a vessel in the same submission, or a vessel that is flagged to another CPC (mouse over the cell to see the reason).

In case of matches, you can click the "Compare" button to view the full details about the current record and the possible match.

You can accept the match by checking the box to the right of a possible match:



If you are confident that all possible matches are incorrect and that you are indeed creating a new vessel in the RAV, then you can select the "Reject all matches" option at the bottom of the list:



You can then close the Matches drawer by clicking outside of it and you will see that the Pending Match has been resolved:

- if a possible match has been selected, the IOTC N. of the relevant vessel will be displayed;
- if all possible matches have been rejected, a "New vessel" badge will be displayed

<input type="checkbox"/>	IOTC018508		JADE
<input type="checkbox"/>	IOTC009115		FAHIROADHI
<input type="checkbox"/>	New Vessel		ROADHI