



Observer Services Briefing instructions

Trip xxxx
Vessel name

Priorities for this trip

1. Protected species observations/interactions
2. Independent catch assessment

Your safety and wellbeing is our number one priority. If you are exposed to unsafe situations, threatening behaviour, or any health and safety concerns let us know straight away.

We will support you from shore and if required we can arrange for you to disembark the vessel.

If we need to remove you from a vessel for health and safety reasons you will not be financially disadvantaged.

Trip Information	
Observer(s)	
FOS	
Target species	SNA/GUR
Fishing area	Area 9 & 8
Port of departure	Raglan
Date & time of departure	
Estimated duration of trip	
Fishing Company	
Vessel contact persons	
Observer Services Contact	Out of scope (MFISHO) or Out of scope

Health and Safety

You are to work **no longer** than a 12-hour shift per day, with at least a **9-hour continuous** break before starting your next 12-hour shift. The 12 hours can be spread over 15 hours, and over 12 hours is only in case of an emergency or a capture event of high importance (e.g., Maui's dolphin, Hector's dolphin, etc.).

If you have any accidents, health and safety related incidents, identify hazards or if you have safety concerns that prevent you from conducting your duties, then immediately inform the vessel master and notify the office.

You also need to fill out the Accident and Hazard Register excel form on the tablet (or a hardcopy form) to record what happened and the action taken.

Ensure that any accidents, hazards, incidents or near misses are also recorded in your trip diary.

Trip specific H&S

The crosses the raglan bar to fish outside the harbour. During bar crossing please insure to listen to all lawful instructions from the skipper and have your lifejacket on and fitted securely.

JSA – Bar Crossings

Work area: Prepared by: Approved by:		Fishing vessels operating in In-shore or Deepwater Fisheries FOS Health and Safety together with Observer Health and Safety Representatives FOS Operations Manager	Version: 1.3 May 2023	 Fisheries New Zealand Tini a Tangaroa
No.	Task description	Risk(s)	Control measure	Responsible party
1.	Boarding the fishing vessel	Slips, trips, and falls when moving around the vessel (on deck, below decks and between decks) due to surface condition, loss of grip, open hatches, or vessel movement	<ul style="list-style-type: none"> Board the vessel using the gangplank or other approved boarding method. Wear enclosed footwear with all-weather grip Maintain three points of contact on stairs and ladders Keep one hand for the ship Practice situational awareness – scan for risks in immediate surrounding Wear a life jacket when unable to board a vessel using a gangplank 	Observer, on boarding the fishing vessel
2.	Joining the fishing vessel	Fishing vessel does not comply with FNZ standards for vessel less than 46m (section 226 of the Fisheries Act 1996) that may result in a shipboard emergency being called by the skipper Substandard shipboard safety equipment (e.g., unserviceable, or missing life rafts, fire extinguishers, EPIRBs, etc.	<ul style="list-style-type: none"> Pre-placement health and safety assessment Pre-departure checklist completed by observer prior to vessel departing port 	Pre-placement assessor Observer, on joining the fishing vessel
3.	Bar crossing (leaving port)	Person-overboard or the vessel capsizing	<ul style="list-style-type: none"> Be awake, wear an inflatable life jacket and follow crew instructions Wear a PLB, InReach, and strobe light with your life jacket (inflatables have a strobe fitted internally) 	Observer, when aboard the fishing vessel Skipper
4.	Bar crossing (returning to port)	Person-overboard or the vessel capsizing End of trip fatigue impacting decision-making or causing physical impairment.	<ul style="list-style-type: none"> During the trip – Maintain patterns of work and rest to stay fresh and alert, take regular breaks throughout work shifts, and stop work and rest if concentration wanes. Before the bar crossing – Confirm that the skipper has checked weather forecast, tide, and bar condition etc. During bar crossing – be awake, wear a lifejacket and follow crew instructions. National code of practice for bar crossings 	Observer, when aboard the fishing vessel Skipper
5.	Disembarking the fishing vessel	End of trip fatigue impacting decision-making or causing physical impairment leading to slips, trips or falls on the vessel or into the water	<ul style="list-style-type: none"> Task Step 1 Controls. Task Step 4 Controls (during the trip). 	Observer, when disembarking the fishing vessel

Equipment and tools required for healthy and safe work for this trip	<ul style="list-style-type: none"> Maritime approved lifejacket (buoyancy-aid). Access to emergency communications (Inmarsat ship to shore communications, In-reach EMS capable device and Portable Locator Beacon (PLB) when deployed at sea, and Observer cell phone when in range).
Worker skills, training and/or supervision required for healthy and safe work for this trip	<ul style="list-style-type: none"> General: Fisheries Observer Services In-house Induction. Specific: First-aid training; Abandon ship training (US 12309). On-board: Participate in on-board drills run by the skipper.
Documentation required for healthy and safe work for this trip and post-trip learnings	<ul style="list-style-type: none"> Trip briefing notes. Access to MPI and vessel specific policies and procedures (e.g., observer manual, MPI policies, vessel bullying and harassment policies, etc.) Observer trip diary for the observer's written record of the trip while deployed at sea. Provides a mechanism to record attitudes and behaviours by skipper/ crew toward the observer, and health and safety events or issues (e.g., accidents, incidents, hazards, take-5 observations, etc.) Feeds into the formal post-trip debriefing (usually face-to-face) of the observer by the Fisheries Observer Supervisor using a checklist prompt.

Supporting information

Maritime New Zealand provide information and resources for skippers and crew when crossing any bar or river entrance – [Crossing the bar](#). Skippers need to ensure the vessel has sufficient stability. All vessels must be in a stable condition.

Skippers should be aware of all the factors that determine a vessel's stability including:

- the free surface effect of liquids and loose fish
- additional weights on deck, including portable ice slurry bins and fuel containers
- the loss of stability that occurs if deck enclosures or bins suddenly fill with water
- modifications to a vessel may be detrimental to its stability. The vessel's static stability should have been calculated after such alterations
- the movement of weights within the vessel, including people.

Skippers should be aware that all bars have areas of broken water containing air, which can severely reduce the stability and handling of a vessel:

- in marginal conditions, night-time crossings are more hazardous; and
- vessels attempting to cross a bar at or near low water are more likely to experience adverse conditions than at high water.

⚠ It is ultimately the skipper's responsibility to determine whether or not to cross a bar

BEFORE YOU CROSS A BAR

THERE ARE **10 IMPORTANT SAFETY TIPS** YOU SHOULD FOLLOW

- 1 Check the weather, tide and bar conditions
- 2 Contact coastguard or maritime radio immediately prior to crossing
- 3 Ensure adequate stability 
- 4 Batten down
- 5 Lifejackets must be worn and all crew must be awake
- 6 Approach at moderate speed
- 7 Post a lookout to monitor sea conditions astern
- 8 Communicate your successful crossing to coastguard or maritime radio
- 9 If in doubt – don't cross
- 10 Avoid ebb tide

H&S discussion log

To be filled out when discussing health and safety matters with the vessel, including when the vessel raises health and safety concerns with the observer. If there is something sensitive, bring this to our attention and we will advise the course of action. See the **initial meeting form, item 8** for further information.

ACC ***update April 2022***

MPI withdrew from the ACC Accredited Employer Programme on 1 April 2022. This means that if you need to see a medical professional after an incident on a vessel your claim will be put through ACC instead of WellNZ. Any existing claims will continue to be managed through WellNZ but all claims from 1 April 2022 will be managed by ACC.

You will continue to be paid any payments associated with an injury through MPI. There are no changes to your entitlements.

Check the guidance on the tablet in the ACC folder or the ACC website, www.acc.co.nz.

Speak Up about Inappropriate or Unsafe Behaviour

You are encouraged to immediately inform the vessel master and notify the office of any inappropriate or unsafe behaviour you experience during the trip.

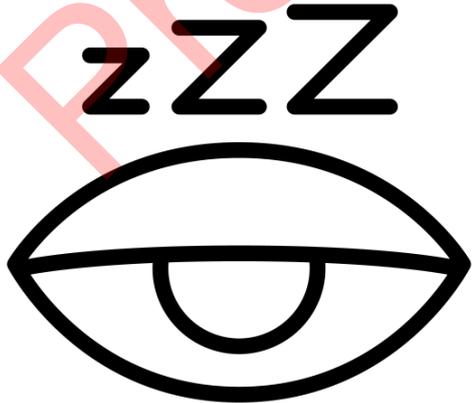
Other confidential ways for observers to speak up are:

- Ringing the WorkSafe Contact Centre on **0800 030 040** for information and advice or in confidence or anonymously (if you are concerned about an unsafe or unhealthy work situation that could lead to death or serious harm).
- Ringing the MPI [Speak Up](#) line on 0800 2SPEAKUP (**0800 277 325**) about issues or behaviour that concerns you – the Speak Up line is answered 24/7 and calls are anonymous and untraceable.

You also have the option of accessing the [Employee Assistance Programme](#) (EAP) for confidential counselling services, getting support through the union if you're a member, or through the various [employee network groups](#). See the **reference material** folder on the tablet for further information.

MPI's EAP provider changed from EAPServices to Vitae from 6 September 2021. New bookings for EAP must be made through the new provider, Vitae. See the updated information in the **reference material** folder.

Safety Alerts

	<p>Observer fatigue and sleep (Issued May 2022)</p> <p>Fatigue is one of MPI's Key Critical Risks and is a common factor in health and safety incidents at sea and when driving. Fatigue is a feeling of being 'overtired', low energy and a strong desire to sleep that interferes with normal daily activities.</p> <p>Fatigue increases the likelihood of all risks occurring as fatigue often leads to poor decisions making, decreased situational awareness and alertness.</p> <p>If you haven't been getting enough good quality sleep, you are at increased risk of fatigue. Familiarise yourself with the Fatigue self-assessment tool on the tablet in the Reference Material</p>
---	---

	<p>folder and the fatigue guidance in the quick reference guide “Staying Safe on Deployment”.</p> <p>If you feel fatigued, you must:</p> <ol style="list-style-type: none"> 1. let Observer Services and the skipper know. We can talk about your workload and the sleep you are getting and make changes if needed, 2. refer to the Fatigue self-assessment tool on the tablet in the Reference Material folder and implement any recommendations from the tool, 3. not resume work until you are no longer fatigued, usually this means 1-2 nights of uninterrupted sleep. If you are unsure, get in touch with your FOS.
<div style="border: 2px solid black; padding: 5px; width: fit-content;"> <p>Maritime Rules Part 22: Collision Prevention</p> </div>	<p>Vessel watchkeeping practices (Issued February 2022)</p> <p>Vessels must not leave the wheelhouse unattended while drifting. Using navigational lights to communicate that the vessel is 'not under command' when the vessel is purposefully drifting is insufficient for reducing the risk of a collision or grounding. Failing to keep a proper watch is a breach of Maritime Rule Part 22 – Collision Prevention.</p> <p><i>“22.5 Look-out: Every vessel must at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions, so as to make a full appraisal of the situation and the risk of collision.”</i></p> <p>If you notice the vessel is set to drift without a watchkeeper, or you are asked by others on board to act as watch-keeper, do not undertake watch and contact the office as soon as possible with a detailed report.</p> <p>Further information can be found in the Reference Material folder, <i>watchkeeping-mnz.pdf</i></p>

Job Safety Analysis (JSA)

Read and familiarise yourself with the procedures and control measures documented in the JSAs that are marked with a tick (✓) in the table below and apply to this trip:

✓	Bar crossings		Safe vehicle operations	✓	Responding to shipboard emergencies
✓	Interacting with skippers and crew	✓	Moving around vessels	✓	Working in the factory
✓	Living on-board	✓	Occupational exposures and risks	✓	Working on deck
Refer to the Job Safety Analysis Booklet for the relevant JSA or if viewing on a tablet, click on the title of the JSA to view it in the Appendix at the end of these briefing notes.					

The purpose of a **job safety analysis** is to document the control measures to assist with planning work that pose health and safety risks* for observers and others. For each step of a job or activity, the JSA identifies the hazards, the risks to deal with and their priority (risk level), and the control measures to be applied. JSAs are kept as part of the trip briefing record and for audit purposes.

**Refer to the FOS Health & Safety Risk Register held in the reference material folder on your laptop to view the collection of individual health and safety risks that have been used to inform these JSAs. Each JSA lists the OS Risk Reference Numbers under the Activity description.*

Dynamic risk assessment

A dynamic risk assessment is a tool used to identify health and safety hazards related to your deployment and is used before you start work-related activities. The tool incorporates MPI's dynamic risk management models **STAR** (stop, think, assess, respond) and **PETE** (people, environment, task, equipment) for you to use in different situations i.e., when you are working aboard the fishing vessel in the factory or when on-deck.

The environment that you live and work in aboard the fishing vessel is constantly changing (i.e., shift workers, the sea-state and weather conditions, fishing and processing operations) and so too are the risks to your health and safety. So, stay aware of the changes around you (PETE) throughout your day and use the STAR model to help control exposure to safety hazards and health risks, as well as looking out for others around you:

Stop and take a moment to look around

Think through the task

Assess the risk

Respond by applying agreed controls, communicating with those around you and doing the task safely

Showing understanding of job-related JSAs strengthens the dynamic risk assessment process. Use your trip diary to record any issues or concerns arising from the dynamic risk assessment process and any action taken.

**Refer to your quick reference pocket guide for staying safe on deployment.*

General comments about this vessel

The vessel is xxx meters long and you will be sharing a xxxS-berth cabin with crew. Like all inshore vessels you may be expected to help out with the domestic duties (cooking and cleaning) with onboard. Be aware that all inshore vessels are subject to feel the weather more than a factory trawler. If you get seasick it would pay to bring sea legs in your personal belongings. Keep your gear to a minimum, try to cull any unnecessary items from your gear and personal bags as these vessels are often tight for storage space. Bring your own sleeping bag and pillow.

Before departing

As soon as possible after boarding the vessel, meet with the captain. If possible, include the bosun, mate, factory manager and company rep.

- Go through the initial checklist sheet. Explain the role of observers.
- Ask to view the vessel's hazard register, get in touch with the office if this is not possible.
- Request a copy of the crew list.
- Ensure that you discuss the retention of bird bycatch and the sampling of mammals with the skipper.
- Ask the skipper about any safety requirements the vessel has of you and about the vessel's evacuation procedures and muster stations. It is imperative that you comply with and/or participate in any vessel safety regimes or evacuation drills.
- Discuss movement of heavy bins. The observer should not be attempting to lift more than can be done safely. The crew needs to assist where necessary.
- If any problems arise, contact shore staff.
- Discuss the health and safety incident discussion log.

Go through the pre-departure checklist. Detailed instructions on how to complete the pre-departure checklist are in the manual. Notify shore staff if you notice any problems. Remember the boat may not sail if there are any major safety issues.

Specifically check that the life rafts are installed correctly, and that firefighting equipment has been serviced and accessible. If they are tied down, or do not seem to be operating properly, then this is a major safety issue. In this case you must photograph the issue, contact the office immediately and disembark the vessel. You must not sail if there is any issue with the life rafts.

Remember that as an observer you are there to observe only. If at any stage you are approached by a crewmember or company rep. and asked for advice regarding fisheries legislation, refer them to their company who can then take the issue up with the appropriate people in the Ministry.

Maritime NZ

There is an MNZ reporting form on the tablet. Complete it only if you have any maritime issues to report.

Maui Dolphin (HDM) Sighting

Should there be a Maui dolphin sighting, please notify shore staff enter the sighting on the Trimble, take photos, and make good notes in the diary. Please make sure to inform vessel personnel of the sighting as well. Some of the things we are interested to know in relation to the sighting are:

What time of day was it – what tide was it?

What was the location (inside or outside of the harbour, how far from shore were they, how deep was the water)?

Which direction were the dolphins swimming?

How far away from the vessel were the dolphins?

Was any particular behaviour noticed e.g. were the dolphins travelling, attracted to the vessel, ignoring the vessel, feeding?

Was there any weather feature or water turbidity occurring that might be notable?

Over what time period were the dolphins observed?

Dead Maui Dolphin (HDM) capture

Any capture will be highly sensitive and should not be discussed with anyone but the skipper, listed DOC contacts or a FOS from the office. Do not discuss any information with anybody else without talking to your FOS first. In the event of a capture please retain the animal for DOC and collect as much information as possible, including the following:

- Record the capture on the Trimble in the SEAMODE software.
- Photograph and video as much of the capture as possible – including the mammal in the water, coming aboard the vessel (a lot of information can be obtained from seeing how the net and animal come aboard), in the net, on the deck, mammal tagged (waterproof Marine specimen for necropsy/identification form) packaged for transport. Do not release any photos to anyone but the FOS.
- Measure, sex and weigh (if possible) the mammal.
- Fill out the PSI section in the MPI worksheets and record the capture in your diary.
- Bag the animal so no fluid will drain out (possibly as you would a seal if size allows, or double bag and tape the seams) place in a gear bag with some ice and label for transport with Halls. Do not under any circumstances label the bag or any accompanying documentation with information identifying the contents of the bag as a dolphin.

Details for shipping Hector/ Maui dolphin.

Using Halls, courier samples to:

Charge Code: Out of scope

- When at the wharf, depart the vessel with the gear bag as you would normally. Drop the gear bag off at the Cool Stores. Complete the Halls docket as “Biological Samples”. The key will be to keep the animal chilled and iced but not frozen. The observer will need to be really clear with Halls that it doesn’t go in the freezer section.

A lot of information can be gathered from the retained animal, some of which is:

- Assessing the animal’s condition. Malnourished or in was it in good condition?
- Was it healthy before it was caught? Was it diseased? Was it parasitized? This helps tell what other factors aside from fishing are going on in the population.
- What was the cause of death? (did it drown in the net or did it wash up there)
- Genetics (you can tell a lot about the structure of the population from this)
- What was it feeding on? Stomach contents tell a lot about the feeding behaviours of the dolphins and so can inform mitigation strategies

Please make it clear from the initial meeting that the preference is to bring these animals back as far more information can be gained that way.

If you have any questions regarding returning a dolphin capture please contact (DoC) –,

Species Group:
Cetaceans

Māui dolphin

Cephalorhynchus hectori maui

FNZ species code: HDM



Distinguishing characteristics

- Māui dolphins have distinctive grey, white and black markings and a short snout.
- Small, compact body with large, dark, rounded pectoral and dorsal fins.
- Females grow to 1.7 m long and weigh up to 50 kg. Males are slightly smaller and lighter.
- As Hector's and Māui dolphins look identical, identification at sea is based on the location of the sighting or capture.

Can be confused with: Hector's dolphins, dusky dolphin, common dolphin

Feeding and range



- Māui dolphins feed on a variety of species of fish, such as red cod, āhuru, and sole. They feed throughout the water column, on both bottom-dwelling fish and free swimming prey.
- The population is estimated to be between 57-75 individuals over the age of 1 year.
- Māui dolphins could once be found along most of the west coast of the North Island, from Cook Strait to Ninety Mile Beach. Today, they are considered to range between Maunganui Bluff and Whanganui, and you're most likely to spot one between Manukau Harbour and Port Waikato.

Interesting Facts



- Māui dolphins are a subspecies of Hector's dolphin, the world's smallest dolphin. Together, they are one of the rarest dolphins in the world.

Breeding and ecology



- Māui dolphins tend to stay in small pods consisting of 1-5 dolphins.
- Although pod sizes are small these dolphins have been seen exhibiting very playful behavior among one another.
- Some of these behaviors include blowing bubbles, playing with seaweed, play fighting, chasing each other around all of which are considered important for social development and growing healthy relationships.
- Females have their first calf (baby) between 5-9 years of age.
- They may produce a calf every 2 years.
- With such a small population, recovery for this critically endangered subspecies will be slow, and so reducing threats from all anthropogenic sources is essential.

Threats



- Because Māui dolphins are mostly found close inshore, their habitat overlaps with many coastal activities that people take part in. Activities such as boating and fishing can pose a threat to their survival. The effects of littering and pollution are also an issue.
- A significant number of Māui dolphins have died through accidental entanglement in nets. Set net fishing has likely been the largest source of human caused Māui dolphin mortality. This has prompted a series of set net restrictions where Māui dolphins live. Measures are also in place to limit the potential mortality from trawl fisheries.
- The disease Toxoplasmosis, caused by the parasite *Toxoplasma gondii*, which only sexually reproduces in cats, is responsible for deaths in this population. Whilst there is considerable uncertainty around the level of threat there is from this disease it is being treated as significant. Other diseases, including Brucella, have been implicated in deaths to dolphins and occur naturally in their environment.
- Dolphins are vulnerable to a range of sub-lethal impacts including those from other activities including land-based run-off, disturbance and effects from noise and sedimentation from seismic surveys, minerals exploration, and vessel traffic. Measures have been put in place to mitigate these issues.
- Sharks are thought to be the main predators of Hector's and Māui dolphins. Shark species known to consume these dolphins are great white, blue, and broad-nosed seven-gilled sharks. Orca, mako sharks and bronze whaler sharks may also predate Hector's and Māui dolphin, but there are no known instances of this occurring.

Protected species interactions

Recording protected species interactions

Record all PSI events in SEAMODE on the PSI tab. Take your time to read through the instructions to ensure the correct codes are used. If you can't record in the software, use the excel form in MPI worksheets.

When a PSI event is not related to a specific fishing activity (e.g. a deck strike in between tows), record the PSI event in SEAMODE as tow number "-1" and provide comments.

Animals that leave the vessel unassisted (i.e. deck strike birds that fly away on their own) do not count as a PSI.

There are trigger point guidelines listed at the end of this document.

If a PSI trigger point is reached, notify the observer office as soon as possible within 24 hours.

Record the following information for each PSI:

- Date
- Time
- Species
- Position (lat/long)
- Status (if dead, determine the sex)
- Whether the animal was retained or discarded
- Whether a tissue sample was taken
- In the comments section, note which net the animal was caught in

Inshore Trigger Point Notifications

Please familiarise yourself with the Inshore Trigger Point Notifications (Pg 20) as they differ from the Deepwater fishery and have lower tolerances for certain species.

Send trigger point notifications within 24 hrs of the relevant protected species interaction occurring. See Pg 21 for an example of the trigger point notification template.

If you are out of range and the vessel does not have appropriate coms. Send an abbreviated TP notification via your Garmin Inreach.

Samples

- Send all retained whole birds to DOC.
- Bring tissue/feather samples back to the Observer Services office in Wellington.
- Record birds, mammals and tissue samples on the same sample log form – all of these go to DOC.
- See the 'Sending Samples via Hall's' document for details on sending chilled/frozen samples.

Feather samples

For common bird species (white chinned petrels, sooty shearwaters, white-capped albatross, and Buller's albatross) only collect the first dead bird caught. Collect a feather sample from all future captures. For all other bird species, retain every dead bird caught.

To collect a feather sample, take at least 5 breast feathers from each individual bird. Store the feathers in otolith packets (one otolith packet per 5-feather sample/per bird). On the otolith packet, record the species, band number (if present), collection date, location (lat/long), trip no., tow number, sample number, and observer code.

Record all feather samples on the sample log to DOC and bring the samples back to the Observer Services office in Wellington. Feather samples do not need to be refrigerated or frozen.

Full detailed instructions for the feather sampling protocol are outlined in section 3 of the observer manual.

Sending frozen/chilled specimens and samples

Birds are sent to DoC. Fish and corals are sent to NIWA. Tissue and feather samples come back to the Observer Services office in Wellington. If you are unsure where to send samples, ask your FOS.

Email the closest Hall's Transport pickup office:

Location	Email address
Auckland	aklpickuporders@halls.co.nz
Te Puke	tepukepickuporders@halls.co.nz
Napier	napierpickuporders@halls.co.nz
Palmerston North	pnthpickuporders@halls.co.nz
Wellington	wgnpickuporders@halls.co.nz
Blenheim	blnpickuporders@halls.co.nz
Christchurch/Timaru	chchpickuporders@halls.co.nz
Dunedin	dunpickuporders@halls.co.nz
Invercargill	invpickuporders@halls.co.nz

Example email:

To: dunpickuporders@halls.co.nz
 Cc: observer@mpi.govt.nz
 From: MPI Observer s9(2)(a) on FV Boaty McBoatface Trip 1234
 Please arrange collection of 1 sack of frozen samples for transport to Provincial Coldstore
 Blenheim.
 Approx. weight 6kg.
 The vessel is due at Dunedin port at 11am 18/02/2021
 My contact number is s9(2)(a)
 Regards,
 s9(2)(a)

Use the charge code DOCCSL and DO NOT tick 'receiver' or 'sender'. Record the trip number as the reference number. Keep a copy of the Hall's docket (or take a photo of it). If you send samples mid-trip, email a photo of your Hall's docket to the office.

Intention	Address
Birds to DOC	Provincial Cold Store 239 Old Renwick Road BLENHEIM Attn: Wildlife Management International
Fish/coral to NIWA	NIWA 301 Evans Bay Parade Hataitai Wellington 6021
Using the observer office address as the sender	Observer Services Charles Fergusson Building 38 Bowen Street Wellington 6011

Data to NIWA

There is a form on the tablet called "Data to NIWA" that needs to be filled in for the number of forms you plan to bring back to the office. Count the forms and note the number in the 'Observer' column.

If a form is double sided and you have written on both sides, count that as two forms.

If a form is on the tablet, note down an 'E' in the relevant box to indicate this.

Please note bird baffle form and SLED form are now integrated in ASO. The new ASO version had some major changes so please make sure you read the document named "New ASO Changes" on your laptop. NIWA will no longer accept paper bird baffle or SLED forms. Paper forms are now backups when ASO is not working.

Communications

Departure notice

E-mail the office with your departure time, date and when you boarded the vessel at the beginning of your trip.

Include any contact details for the vessel to ensure the shore staff have up-to-date information.

If you make any port calls, send a departure notice outlining the days you spent on land and when you re-boarded the vessel.

Provide the following information regarding the scales you have:

- Scale type (ie Marel/POLs/Salter)
- Serial Number
- Service Date
- Confirmation that they are calibrating correctly

Arrival notice

Contact your FOS as soon as you know the port, arrival date and ETA of your vessel.

Once you are on land, call your FOS to discuss flight/accommodation details.

Weekly reports

Use the weekly report format outlined in the template on the tablet.

Record from Monday to Sunday and send in no later than the Wednesday morning of the following week.

Report the fish stock code as well as the general FMA in your weekly report, e.g. 'ORH3B/SEC.' Separate any changes to species and QMAs on different lines so it is easier to read.

Report your cumulative biological sampling for the trip as follows:

Biological testing: species/total number of fish/total number of otoliths, e.g. Biological testing: HOK/1234/12; LIN/126/12; HAK/56/5

Include details regarding any protected species that are caught during the week.

Details regarding any health and safety issues or incidents that occurred during the week.

Ensure that all e-mail correspondence is sent to observer@mpi.govt.nz rather than to your FOS directly.

Trip diary

What you must include:

For each tow:

- Tow start and end times
- Estimated catch/ independent catch assessment
- Protected species interactions
- Biological sampling, CF tests, and unit weight tests conducted
- OAD and 6th Schedule discards

- Observer methods and an audit of the vessel's methods for quantifying catch, discards and fish to galley where applicable
- What mitigation was used and what fish waste management procedures were followed
- Observer methodology for bio sampling, conversion factor testing and unit weight testing
- Vessel sightings

Photos

The photos you must obtain are:

- All marine mammals, birds, or protected fish species that are caught (with details of the capture in the comments section)
- Mitigation devices used on the vessel
- Any unusual fish species or other specimens
- Anything that was unusual or important or difficult about the trip
- Trawl deck
- Fishing operations
- Bridge (wheelhouse) equipment
- Factory (pounds, processing area, meal plant, discard shoots, etc)
- Your sampling stations
- Processed fish cuts
- Cartons (labelling, etc)
- Galley, mess, accommodation
- Vessel sightings
- Any shark finning that occurs
- Anything that may be of interest to Fisheries New Zealand, Compliance, MBIE, Maritime or science.

Make a photographic log entry for every photo that you take and record the serial number for the camera on each form.

In the comments section, record the details of any protected species caught.

All photos you take on MPI cameras are the property of the Observer Programme. Note that the digital cameras may not be downloaded onto any computer by you and must be returned to the briefing officer.

Personal photos are not permitted on this trip. You can request copies of photos off the MPI camera provided they are not of crew, fishing activity, fishing vessels or any other sensitive information.

This information is necessary for shore staff to understand what your work conditions were like on this vessel. The trip diary may be admitted as evidence in any possible investigation.

Remember this when making entries.

Avoid including any personal identifying information (such as crew faces or tattoos) in your photos.

Trip report

This report is distributed to a range of people and must be detailed, thorough, professional in style, and complete by the time you are debriefed. Ensure you check over the trip report style guide while writing the trip report.

Equipment

All equipment is to be returned at your debriefing.

If any of your equipment is damaged or lost or if you have used your first aid kit, bring this to our attention during your debriefing so that it can be repaired or replaced.

If you have any issues with equipment that you cannot resolve, contact the office and we will try to assist you.

Do not use your tablet in the factory as it needs to be kept clean and dry. If you have issues with the tablet, try to resolve them before moving to paper. Contact the office if necessary.

Care needs to be taken with using the YUMA in the factory. Use this in a plastic zip lock bag to avoid corrosion. If this fails and you move to paper, continue to use paper for the remainder of the trip.

All backup paperwork can be found in the backup paperwork envelope on board. If this is opened and used in any capacity during the trip, notify the office and bring back the envelope so it can be replaced.

If you have any problems with your electronic scales during the trip or they are nearing their next service date, e-mail the office ASAP so that we can organise a replacement set of scales for the next observer if necessary.

Biological specimen collection

The collection of biological specimens for the Museum of New Zealand is a requirement of your contract. Collect any unusual fish species or coral. Be sure to check around the headline for any small specimens, as this is often where the most unusual items are found.

If you have samples that go to different end destinations, include a sample log for each destination, i.e. a separate for samples to DoC than to NIWA.

Remember the golden rule: IF IN DOUBT, COLLECT IT!

Release of data

It is essential that none of the data you collect be released to anyone while you are on contract, unless you are directed to do so by shore staff.

If the skipper asks you for a copy of the trip report, for example, the correct procedure is to instruct him/her that the Observer Programme shore staff will be sending a copy of the report to the fishing company and he/she can request a copy from them. This includes discussions about CF results or pan weight tests.

If they persist, inform them that under your contract you are not permitted to show any information to anyone other than Observer Programme shore staff or MPI Compliance personnel.

Ask that they contact their company rep who can then contact shore staff to discuss the issue. If they claim to have an agreement with the Observer Programme, contact us to ascertain whether this is in fact the case.

Code of conduct

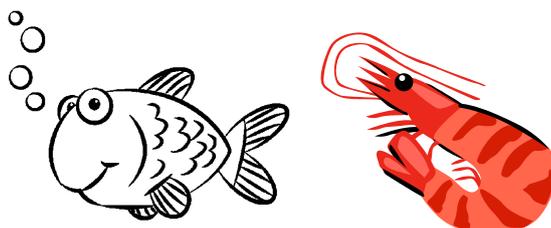
Remember that whilst on contract you are a representative of the Ministry and should act in accordance with the code of conduct (as set out in section 41 of the contract) at all times. Alcohol consumption is never to exceed more than two standard drinks in any 24-hour period and zero alcohol should be consumed less than eight hours before boarding the vessel/going on shift. No alcohol should be consumed when in social situations with vessel staff/representatives (e.g. the crew).

Problems

If you encounter anything that you have not come across before or are unsure of what to do in a certain situation, consult the manual first. If this does not answer your questions, contact the office and we will get back to you with interim measures and/or a solution as soon as is possible.

If you wish to contact the office outside of business hours, phone the on-call FOS on [redacted] rather than contacting your FOS directly.

Have a safe trip!



Inshore/HMS Non-Fish Bycatch Triggerpoints

	Species	Status	Captures per 24 hours	Captures in any 7 day period	Specific actions
Birds	Large seabirds: albatrosses, giant petrels	Dead	3	10 or more (dead or alive)	Photograph and retain all dead birds. If the vessel you are on is too small to retain all birds contact your FOO before dropping to
	Small seabirds: petrels, shearwaters, prions, shags	Dead	5	10 or more (dead or alive)	
	Any seabird	Dead or alive	8	10 or more (dead or alive)	
	Black Petrel	Dead or alive	1	1	
	Fleshfooted Shearwater	Dead or Alive	1	1	
	Yelloweyed penguin	Dead or alive	1	1	
Mammals	Hector's or Maui's dolphin	Dead or alive	1	1	Photograph and retain whole animal
	Dolphin	Dead or alive	1	1	Photograph, sex, measure and take tissue sample
	Sea lion	Dead or alive	1	1	
	Fur Seal	Dead or alive	2	5	
Sharks	Great white shark	Dead or alive	1	1	Photograph, sex measure and take tissue sample
	Basking shark	Dead or alive	1	1	
Reptile	Any turtle	Dead or Alive	1	1	Photograph, sex, measure and take tissue sample

Triggerpoint Actions:

Contact the observer office within 24 hours of reaching a trigger point. This may require using the vessels email system or sat phone (this should have been covered during the initial meeting). Written communication is preferred. If you do not hear back from the observer office within 24 hours attempt to make contact via another means. If you cannot get a message out please send one as soon as you get into cellphone range. All discards must be marked in some way (cable tie, CSP tag) to avoid capture being re-reported.

Trigger Point Notification Template

Report on the following:

1. Time/date/position
2. FMA and Position
3. Species, number caught
4. Status (alive/dead)
5. Action (retained/discarded/photographed etc)
6. Mitigation deployed during time of capture
7. Time of day gear was set/hailed
8. Any factors that may have contributed to captures (gear failure/full moon/line tangle etc)

Report template (in briefing notes)

Trip 4567/S.ADA/Midnight Express/ Triggerpoint Notification

TP reached at 1330hrs, 10/May/16, CHA, 43.34.6S, 168.91.4E

9/5, Set 8, 4xXWP, 1xXBM, 1xXWM (dead/retained/photo) line set 2330-0200hrs, hauled 1000-2030hrs

10/5, Set 9, 3xXWM, 1xXBM, 2xXWP (dead/retained/photo), 1xXRA (alive/discarded/photo)

1xXBM (9/5) caught in line tangle, 2xXWP(9/5) caught with hook in wing, XRA (10/5) hooked in mouth during haul, all other birds caught with hook in mouth

Tori line used for all sets, thawed dyed bait, line weighting shark clips and weighted swivels, old bait discarded from hauling side

Full moon and calm conditions may have increased likelihood of captures, Albatross could be seen ~100m behind vessel during sets, Tori line tangled with line at the start of tow 8, continued to set without tori line for 14 minutes until new tori line could be deployed

Black petrel

Procellaria parkinsoni



Head: Dark.

Body: Medium-sized, very dark brown or black.

Wings: Dark brown or black.

Feet: Black.

Bill: Pale yellow with a dark tip.

Other notes: The black petrel looks very similar to the Westland petrel, but is smaller. Its range is also further north and north-east of the North Island than the Westland petrel. Also known as Parkinson's petrel.

NZ Conservation Status:
Nationally Vulnerable

MPI Species Code: XBP
MPI Group Code: XXP



Feeding and range

Eats: Fish and crustaceans.

Range: The black petrel forages mainly off the eastern North Island and in the Tasman Sea. Black petrels migrate after breeding to the eastern tropical Pacific, with birds frequently seen off the coast between southern Mexico and northern Peru and westwards to the Galapagos Islands.

Interesting facts

Black petrel colonies were once found on the mountains and hills on the North Island and north-western South Island, but most colonies were lost before the 1950s.



Breeding

Breeding sites: The only remaining colonies of the species are found on Little Barrier Island and Great Barrier Island.

Breeding period: November to June.

Frequency of breeding: Annual.

Number of eggs: One.

Type of nests: Colonial nesters. Nest in burrows.



Threats

At sea

- Black petrels are the New Zealand seabird species assessed as most likely to be bycaught in excess of sustainability limits.
- This petrel has been reported caught in longline and trawl fisheries in New Zealand.
- Beyond New Zealand waters, black petrels interact with longline fisheries off Chile and Peru.

On land

- The species was eradicated by feral cats and other mammalian predators from many of its former breeding colonies. The removal of feral cats from Little Barrier Island has helped to slow its decline.
- On Great Barrier Island, mammalian predators may take some eggs and kill some chicks and adults. DOC conducts predator trapping to reduce these impacts.

Flesh-footed shearwater

Puffinus carneipes



Head: Black or dark brown.

Body: Small shearwater. Black or dark brown.

Wings: Black or dark brown.

Feet: Pink legs and feet. Similar looking to the black petrel, one of the visible differences between the two species are the distinctive pink feet that flesh-footed shearwaters have. Black petrels have black feet.

Bill: Pale pink with a dark tip.

NZ Conservation Status:
Nationally Vulnerable

MPI Species Code: XFS
MPI Group Code: XXP



Feeding and range

Eats: Fish, squid and crustaceans.

Range: Forages over continental shelves north of the Subtropical Convergence during the summer and the New Zealand population migrates to the North Pacific Ocean between May and September.

Interesting facts

The calls that flesh-footed shearwaters make are a series of high-pitched moans. Their calls have been likened to the sound of cats fighting.

Although they voraciously eat whole livers, the species is effectively deterred from attending fishing vessels by spreading small quantities of shark liver oil on the sea surface.



Breeding

Breeding sites: In New Zealand breeds on islands around the North Island and Cook Strait, including Hen & Chickens Islands, Mercury Islands, Ohinau, Karewa, Kauwahaia, Motumahanga, Middle Trio and Titi. Elsewhere it breeds on Lord Howe Island, in South Australia, western Australia and on some islands in the Indian Ocean.

Breeding period: December to May.

Frequency of breeding: Annual.

Number of eggs: One.

Type of nests: Colonial. Nests in burrows.



Threats

At sea

- Reported caught from longline, trawl and setnet fisheries in New Zealand.
- Caught off eastern Australia by tuna longliners.
- Reported caught in high-seas driftnets in the north Pacific Ocean.
- Recreational fishers catch flesh-footed shearwaters on hand and reel lines.
- Plastic ingestion may be a problem for this species.

On land

- Mammals are a potential threat to some flesh-footed shearwater colonies. The largest colonies in New Zealand occur on islands that are free of ship rats, Norway rats and mustelids.
- Visitors can unintentionally crush burrows when walking over them.