INSTRUCTIONS FOR COMPLETION OF LARGE PELAGICLONGLINE CATCH STATISTIC FORM

Details of your catch and effort are needed to help assess the large pelagic resources. Without these data, research cannot effectively plan towards long-term management of this fishery. This book must accompany you on all fishing trips and the following instructions pertain to the completion of the form.

Please note that original form (in white) precedes a carbon copy sheet (in pink), and this sequence alternates through the entire book. Before filling out the original form, ensure that the hard board is placed after the carbon copy sheet (pink) to ensure that the record is not copied on multiple pages.

At the beginning of each trip, complete the following fields:
Right's Holder name; Right's Holder number; Vessel's name; Vessel registration number; Permit number; Trip number (this is year specific i.e. the first trip of each calendar year should be recorded as trip number one etc.); Skipper name, Skipper contact details, right holder or skipper email address, Sailing date, and; Yes or No (Y/N) if a scientific observer was onboard for the duration of the trip.

At the start of each set the complete the following fields:
Set number (this is trip specific and the first set of each trip should be recorded as set one etc); Date ofset (dd/mm); Geographic position at start of set (latitude and longitude are to be recorded in degrees and minutes); reason for setting at position (the letters A corresponds to ocean thermal front, B- bottom topography eg seamount, C – spotting of bait fish and bird activity, D – visual sighting of tuna, E – other); Sea surface temperature at start of set (in degrees Celsius); Total buoy and branch line length (in meters); number of hooks between two soft buoys (i.e. a basket) and Start of set (use 24 hr clock i.e. 6:30 pm should be recorded as 18:30).

At the end of set, complete the following fields:
Geographic position at end of set (latitude and longitude are to be recorded in degrees and minutes), Number of hooks deployed, Indicate the number of Tori lines used and specify if line weights were used (Y/N), Bait type/s used and percentage/s.

During and after hauling complete the following fields:
Start of retrieve/hauling (use 24 hr clock i.e., 6:30 pm should be recorded as 18:30). During hauling keepa record of the number and dressed weight of fish retained. Also, keep a record of legal-size tuna and swordfish that are discarded because of mauling by sharks etc. At the end of the set sum up the numbers and dressed weights (or round weights where applicable, e.g., albacore) of all the fish retained by species and record total number on top line and total dressed weight on bottom line for that haul.
If other tuna species and/or bycatch species are retained and/or if bigeye/yellowfin/bluefin, tuna are too small to be dressed then write the name in the "Other" column, provide a total number of these fish caught in the top line for "Other". On the bottom line, provide the total weight retained for that species. Do the same for billfishes and sharks, which are not listed.

In the field "No. of mauled tuna and swfs" record total the number of mauled tuna (top row) and swordfish (bottom row) discarded for the set. Similarly, No. of bluefin tuna and/or No. of swordfish released shouldbe recorded per set in the relevant section under dead or alive.

Under comments note any further trip details, if there is insufficient column space under "Other" to record catches then list the date, species name, number and weight retained here. Also indicate if baits are enhanced by dyeing etc.

If more than 12 sets are made continue data entry on the following form and ensure that the trip numbers etc correspond. However, do not enter more than one trip's data per form.

During each set note, the incidental catches of seabirds, turtles, and mammals. The guide provided online (request link) with this logbook can be used to aid identification of species. Record the date, set,species (found in the guide), the number retained/released dead and the number released alive.

During each set note the shark discards/releases (e.g., hammerhead, oceanic whitetip, silky, thresher,porbeagle and whale shark). Record the date, set, species, the number released dead and the numberreleased alive.

At the end of the trip complete the following fields:
Record the total offloaded weight retained per species for each trip by completing the "Weight as per offloading / landing declaration (kg)" row (see example). This data is obtained by the fish going over the scale during offload. Record the type of dressing method per species caught for that trip. The dressingmethods are as follows:

Dressing method to be filled - RD, GG or DR	
Bigeye	
Yellowfin	
Albacore	
Bluefin	
Swordfish	
Blue	
Mako	

CODES FOR DRESSING METHODS	
Code	Dressing method explanation:
RD	Round weight without processing
GG	Gilled and gutted
DR	Dressed, with gills, guts and head removed

Discharge date (dd/mm/yyyy); Discharge port; Contact details for Certified Correct Permit holder and/or Designated authority to sign off on the document.

By the end of the following month the Permit Holder must submit a completed catch statistics sheet(s) to DFFE. Submit the Landing Declaration with the catch statistic sheet(s). There are four delivery methods:
1) Submit the original form, still attached to the book, at the Customer Services Centre (ATT: Melissa Meyer) where it will be dated and signed by an official of the Branch: Fisheries; 2) Scan in the form and email to pllresearch@dffe.gov.za; 3) Post to DFFE Foretrust offices (ATT: Melissa Meyer); and 4) Email the electronic form (available upon request) to pllresearch@dffe.gov.za.

Please note that a catch statistics form must be submitted monthly from the time that the permit was issued. If the vessel did not operate a "No Fishing" must still be submitted monthly and if the vessel fished and caught nothing then a "NIL RETURN" must still be submitted monthly (i.e., Fill in the vessel'sname, Reg no, indicate which month and year, tick No Fishing or NIL RETURN, sign, and date).