

A Guide to Manual Reporting of Electronic Logbook Reports

A guide to manually reporting electronic logbook reports to the UKFMC when the electronic reporting system is not functional at sea.

This guidance is intended to assist masters of UK fishing vessels when manually reporting electronic logbook reports to the UKFMC when the electronic logbook system on board is not functioning at sea.

In the event of a technical failure or non-functioning of the electronic logbook software on an UK vessel, the master of the vessel shall, starting from the time the event was detected, report mandatory logbook information to the UKFMC by the appropriate telecommunications means on a daily basis and no later than 23:59 UTC, **even when there are no catches**. The information shall then be entered onto the hub without delay by UKFMC staff.

In the event of a technical failure or non-functioning of the electronic reporting software, logbook data shall also be sent:

- a) At the request of the competent authority
- b) Immediately after the last fishing operation
- c) Before entering into port
- d) At the time of any inspection at sea

Following a technical failure or non-functioning of the electronic reporting software, a UK vessel shall only be permitted to leave port once the system is **fully functional** or after authorisation has been sought from the UKFMC. Masters who sail with a non functioning system are not permitted to fish in the Norwegian EEZ.

Reporting Requirements

All fishing activities must be reported following a technical failure of the on board electronic reporting system. The mandatory reports required are:

- Departure from port (DEP): If no acknowledgement is received on the elog – then a Departure must be reported to the UKFMC before the vessel leaves port.
- Fishing Activity Report (FAR): report must be called in to UKFMC by 23:59 hrs on the day of departure.
- Discards (DIS)
- Catch on Entry (COE)
- Catch on Exit (COX)
- Prior notification of arrival (PNO)
- End of Fishing (EOF)
- Return to Port (RTP)
- Landing (LAN)
- Control Point

The following guidance details the minimum information to be transmitted in each report type to ensure all compulsory elements are accurately reported for entry. Please note all times reported must be given in **UTC** and position in **latitude** and **longitude**. When sending manual reports you must clearly state that the information is an **electronic logbook or e-log** report and state the relevant **3-letter report code** – failure to state the report type could stop your information from being processed correctly.

Departure (DEP)

- Vessel Name
- Vessel Registration Number/ PLN
- Masters Name and Address
- Port of Departure
- Date and Time of Departure (UTC)
- Intended Activity (Fishing, Transit etc)
- Any species retained from previous trip in kg live weight

Fishing Activity report (FAR) (Daily Catches)

- Date of Activity and Time (UTC)

- Gear Code (inc mesh size in mm and depth in m where appropriate)
- ICES square majority of the catch was taken
- Species caught since last FAR in kg live weight
- If pair fishing partner vessel registration number/PLN
- Partner vessel name
- Partner vessel Master's Name

Norwegian Sector FAR Reporting (haul by Haul)

- Norwegian Sector FAR Reporting (Haul By Haul)
- Gear Code (inc mesh size in mm and depth in m where appropriate)
- Position, date and time (UTC) gear shot, zone "NOR"
- Position, date and time gear retrieved
- Species caught in tow in kg live weight
- If pair fishing partner vessel registration number/PLN
- Partner vessel name
- Partner vessel Master's name

Catch on Entry (COE)

- Estimated date time and position of crossing (please note for Norwegian Sector it is the date/time and position you intend to commence fishing)
- Fishing Effort Zone being entered for Norway use code "NO"
- Target species
- Directed species – applies when entering Norwegian sector - one species to be reported e.g. COD
- All species onboard in kg live weight

Catch on Exit (COX)

- Estimated date, time and position of crossing
- Fishing effort zone being exited, for Norway use code "NO"
- Target species
- All Species onboard in kg live weight (not req. for exiting Nor. Sector)

End of Fishing (EOF)

- Date and time when all fishing operations have ceased (Please note no corrections can be made to the catch after this report has been entered)

Prior Notification of Arrival (PNO)

- Port of Arrival
- Estimated Date and time of arrival into port
- Species onboard in kg live weight
- Species to be landed in kg live weight
- If landing in Norway provide details of landing location

Return to Port (RTP)

- Reports to be called to UKFMC before landing the catch
- Port of Arrival
- Date and time of arrival
- Reason for Returning (landing, refuelling, emergency, etc)

Landing

- Date and time of landing
- Port of Landing
- Actual weight of species landed, presentation of each species and ICEA area each species was taken in

Control Point (CON) – applies to Norwegian Sector

- Name of Control Point/Area
- Date and time of Arrival at Control Point/Area
- Reason for Returning (landing, refuelling, emergency etc)
- Estimated Position at Control Point/Area

All messages should contain the Vessel Name and Registration Number/PLN.

Contact Details

To transmit electronic information or request authority to sail, please contact UKFMC using the details below where your call will be answered by a British Sea Fishery Officer.

United Kingdom Fisheries Monitoring Centre

Tel: +44 (0)131 271 9700

Fax: +44 (0)131 244 6471

Email: ukfmc@gov.scot

For technical queries you should contact your supplier directly.

www.gov.scot/marinescotland