



Seagoing FRM

Standard Operating Procedure

Procedure for SICs for 4th Quarter IBTS – SOUTH WEST

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Issue and Validation

Production summary

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Bench tested By		
Issue Authorisation		
Position		
Seen by QA		
Issue Approved		

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History of Procedure

Issue	Date Issued	Changes
1	31/1/07	SOP compiled
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Procedure for SICs for 4th Quarter IBTS – SOUTH WEST (FRM): Issue 1.0

Introduction

To ensure that all IBTS South West ground fish surveys are carried out to the same standards, the following procedures are to be carried out. This protocol deals only with the 4th Quarter IBTS, carried out on Cefas Endeavour.

2 Scope

This SOP describes the procedure the running of the 4th Quarter South West IBTS. Its aim is to provide additional guidance to staff that have already received practical guidance and training in survey planning and leading.

3 Training (Identify any specific training linked to the SOP)

This procedure may only be carried out by staff that have received training in this SOP. SIC training is given at sea during charter, discard and research vessel surveys. Appropriate training in management of staff, all aspects of research vessel survey work, including fish ID, the role of deckmaster and team leading in the fishroom should have been carried out.

4 Safety Precautions

Before performing this procedure staff should have read and understood the following COSHH & risk assessments.

4.1 COSHH

4.2 Risk Assessments

G03 - Participation in research cruises on CEFAS owned and managed ships. The collection of samples and data, all subsequent processing whilst on-board, including the use of the ships sea rider.

5 References/Associated documents

North Sea IBTS manual revision VII – ICES 2006
South West IBTS manual revision I – ICES 2004
South West GOV trawl checking SOP
Cefas South West IBTS technical manual
SICs instructions – available from SIGS unit

6 Equipment /Apparatus

None

7 Ingredients/Reagents/Media

None

8 Procedure

Before carrying out this research vessel survey, the SIC should have read the SIC instructions, South West GOV trawl checking SOP, the Cefas South West IBTS technical manual, the North Sea IBTS manual, revision VII and the South West IBTS manual, revision I. The Surveys Function Co-ordinator (SFC) is responsible for the overall delivery of data from all of the research vessel surveys for FRM. Any questions you may have about staffing, aims or other procedural aspects of this survey should first be addressed to them. Having read the documentation relevant to this survey the SIC should carry out their duties to the deadlines set. Foreign permissions, gear lists, Next of Kin details and all the other paperwork related to the survey should be filled out and forwarded to the relevant persons in plenty of time.

The SIC and 2IC should attend the pre-survey brief when invited to do so and describe the survey aims, along with any ports of call during the survey. Whilst at sea the SIC should ensure that all primary aims are met, referring to the documents mentioned in **Section 5** above whenever necessary. Deployment of the survey gear is the responsibility of the SMIT officers and crew, however if any problems occur it is the responsibility of the SIC to ensure that they are discussed and solved as quickly as possible. If this is not possible, then the SIC should contact the SFC for further guidance.

Once the survey is complete, a survey de-brief will be held. As SIC, it will be your role to give a short narrative about the survey explaining if survey aims were not met and discuss any problems that were not resolved at sea. In addition to this you should have completed a survey report. Once done this should be sent to the SFC for signature.

9 Review

This procedure will be reviewed as a minimum on the time scales given in the review / amendment programme. A record of the review will be made on a separate Review / Amendment Sheet which will be added to the Master Copy file of this SOP. Any amendments arising from such review or from operating requirements will result in the issue of the entire amended procedure as a new Issue.

10 Records

This procedure, its review sheets and its subsequent revisions constitute records in themselves and each master copy will be retained in a file as arranged by the Quality Manager. Records will be retained for a minimum of five years unless otherwise specified.

(List specific record sheets/books)