Northeast Fisheries Observer Program

SAFETY REFUSAL REPORT GUIDELINES
Reporting Refusals Due to Failure to Meet Safety Standards
May 1, 2006

Please complete this packet when encountering a vessel that requires observer coverage and does not meet the safety standards.

Attached to this safety refusal checklist includes:
- two letters to the captain citing the deficiency, and
- a blank Refusal Report.

Once a vessel has been determined to be unsafe to deploy either due to a lack of a current decal or missing or expired safety devices and the safety measures can not be corrected immediately:

1) Complete a Pre-Trip Vessel Safety Checklist;
2) Fill out one letter to the captain citing the deficiency;
3) Notify the captain and give him/her the completed letter of deficiencies;
4) Disembark from vessel and do not complete a trip on this vessel until corrective measures have been met;
5) Complete a second letter citing the deficiencies to keep for the record;
6) Complete a Refusal Report with your signature and date;
7) Contact your Area Coordinator by phone once off the vessel;
8) Email the Program Manager within 24 hours detailing the safety refusal and attaching an electronic copy of the Refusal Report; and
9) Fedex the safety refusal documents to NMFS within 48 hours (same address as your trips and can be included with other trips), including the letter citing the deficiency, the Pre-Trip Vessel Safety Checklist, and a signed Refusal Report.

It is critical to report these safety deficiencies in a timely manner and to have complete and accurate documentation of the event.