



NOAA Fisheries Service
 Northeast Regional Office
 Fisheries Data Services
 Division

Quality Management System Procedure

Title: **SOP – Reporting – Vessel IVR**

Document No.:

Version: #

Date Last Modified: 9/11/12

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1.0 Applicable Standards / Regulations

ISO 9001-2008, Clause 4.2.1(d), 7.5.1(b)
[50 CFR 648.7](#)

2.0 Purpose

To ensure near real time collection and processing of required vessel catch data.

3.0 Scope

Applies to information from Northeast region federally permitted fishing vessels with mandatory IVR reporting requirements.

4.0 Authority and Responsibility

Systems Management and Development (SMD) Section Chief – Responsible for ensuring that the requirements of this procedure are fulfilled.

Fishery Information Specialists (FIS) – Responsible for performing activities described in this procedure.

5.0 Activities

	Resp.	Activity	Requirement
5.1 Processing IVR Data			
5.1.1	FIS	Captures catch data.	Run SQL summary reports weekly.
5.1.2	FIS	Research set aside internal summary	Complete on Wednesday.
5.1.3	FIS	Quota Monitoring Report	Complete on Thursday.
5.1.4	FIS	Research set aside external summary for distribution.	Complete and distribute on Friday.
5.2	FIS	Respond to vessel calls regarding systems issues <ul style="list-style-type: none"> Manually enter vessel data. Correct vessel data. 	Respond within 1 business day.
5.3	FIS	Alert IRM and Aquilent (IVR Contractor) of system failure.	Immediately after learning of system failure.

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	Resp.	Activity	Requirement
5.4	FIS	Issue vessel pass code	As requested.

6.0 Associated Documents / References

None.

7.0 Revision History

Version	Date	Sections Affected/Description
	03/12/09	Document established.
	03/24/11	Document converted to new template.
	05/26/11	Changed filename & title. Removed "SOP Reporting-03" text from Doc No header field.
	06/21/11	S1: Added ISO reference; revised CFR reference style and # to 648.7, added CFR hyperlink. S2, S3: changed wording for style consistency.
	9/11/12	Made modifications per SME review, Alison Ferguson.

8.0 Authorized Signature

Procedure Owner