

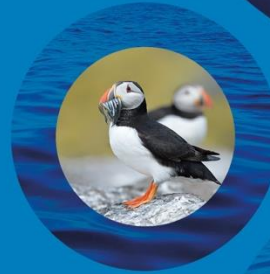


Marine
Management
Organisation

Catch Recording Guidance

Version 1.5

Published April 2023



...ambitious for our seas and coasts

Creating a catch record for under 10m vessels

This guide has been created to detail how to submit a catch record.

Introduction

Under 10m vessels not in a Producer Organisation (PO) are required to record details of all trips where fish is caught.

Options for submission of catch recording data includes the use of a mobile phone app (available for iPhone and Android), web service or by telephone (digital assisted).

When landing any quota species, or any species subject to catch limits*, submit catch records no later than on completion of landing and prior to your catch being transported away from the place of landing. This means, you can weigh your fish on landing and use the weights to complete and submit your catch record before your catch is transported for sale or storage.

**This does not apply to catch limits in place under the shellfish entitlement, such as the 5 lobster/25 crabs*

When landing only non-quota species or species not subject to catch limits, submit catch records within 24 hours of landing.

If you fish in different ICES areas during a single fishing trip, you should create and submit a catch record for each ICES area.

How to register

Owners of all commercially licenced fishing vessels of under 10m in length will receive an invitation via email to register for the catch recording service. Contact your local MMO office if you haven't received an invitation.

Follow the instructions in the email invite (see below) to set up a password.

Invite for ACHILLES – record your catch



Marine Management Organisation <marine.management.organisation@notifications.service.gov.uk>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All Forward

Mon 14/11/2022 09:24

You recently registered as a vessel owner for ACHILLES.

As the registered vessel owner of the ACHILLES, you must start to record your catches as stated in your licence condition.

Do not use IE11 to create a catch record. Use an alternative browser such as Chrome.

What you need to do

1. Go to the link below and add the ports you use, the gear you have onboard and the species you catch.

<https://record-catch.service.gov.uk/sign-in?token=55ed2e273549217327dd2d87ebbd28df694d247b917dc78d04d4c9d6e4f71672>

Before logging a catch record, set up preferences by clicking the “your account” section on the web service. Ports, gear and species can be added as favourites before creating a catch record and this can be amended at any time.

Owners can set up other users who can submit catch records on their behalf, and these are known on the system as skippers. Further details on how to do this are included in section 4 of the Annex. Skipper will be able to add records and only view records created by themselves.

When a vessel changes ownership the new owners will be automatically invited to register for the catch recording service after their licence has been issued. Previous owners of the vessel will automatically be deregistered from the catch recording service.

Contact centre

A contact centre (0300 0203 788) is available, with operators, between 7am and 8pm, Monday to Friday. In addition, the automated service is available 24/7.

Call the contact centre to:

- Provide details of a catch record
- Reset password
- Report a technical issue.

Submitting catch records to the contact centre

- Before calling the contact centre, ensure all information is ready (details of the information required for a catch record is listed below).
- To submit a catch record through the call centre, you must have a catch recording account which is linked to a vessel.
- Before you can submit a catch record, the operator will ask questions to confirm your identity.

Automated service (available 24/7)

- When prompted for numbers, type these into the keypad. Use * for a decimal place.
- Stay on the line until a reference has been provided, otherwise the catch record won't be completed, and it won't be input to the system.
- You will be prompted to leave a phone number and this will be used to call back if the information provided is incomplete.

Alternatively, you can:

- Email: CatchRecording@marinemanagement.org.uk.
- Contact your local MMO office.

Access to the web service;
<https://record-catch.service.gov.uk/>

Previous trips

Previously submitted catch records are listed on the “Home” page of your account within the web service. Account features such as adding preferences, editing trips and viewing previous trips are not available within the app. Your trips will be listed by departure date. Click on the date (highlighted in blue) to see details recorded for each trip.

| | | | |
|----------------------------------|----------|-------|----------|
| 23 November 2020 | ACHILLES | xx xx | ORIGINAL |
| 23 November 2020 | ACHILLES | xx xx | ORIGINAL |
| 22 November 2020 | ACHILLES | xx xx | ORIGINAL |
| 2 March 2020 | ACHILLES | xx xx | ORIGINAL |

How to record a trip

1. Start

Select the button “**Create a new catch record**”.

Create a new catch record

2. Select Vessel

Select your vessel

☒ ACHILLES

Save and continue

This list will contain all the vessels that you are set up to submit catch records for. Select the vessel you wish to create a new record for and then click '**Save and continue**'.

3. Trip dates

Did your trip start and finish today?

- ☐ Yes
- ☐ No

Save and continue

- Select '**Yes**' if this trip has started and finished today.
- Select '**No**' if you are recording a trip for a different day and then input the relevant dates.
- Click '**Save and continue**'

Enter the date you left for your trip

For example, 31 3 2019

| Day | Month | Year |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="text" value="15"/> | <input type="text" value="02"/> | <input type="text" value="2021"/> |

Save and continue

Input the start date and select '**Save and continue**'.

Enter the date you returned for your trip

For example, 31 3 2019

| Day | Month | Year |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="text" value="15"/> | <input type="text" value="02"/> | <input type="text" value="2021"/> |

Save and continue

Input the return date and select 'Save and continue'.

4. Departure Port

Enter the port or closest port you set off from

| | |
|-----------------------------------|---|
| <input type="text" value="hast"/> | ▼ |
| Hastings | |
| Save and continue | |

Type the name of the port and select from list, click 'Save and continue'.

5. Return Port

Enter the port or closest port you returned to

| | |
|---------------------------------------|---|
| <input type="text" value="Hastings"/> | ▼ |
| Save and continue | |

Type the name of the port and select from list, click 'Save and continue'.

6. Gear

If you have already set up gear types as preferences, these will automatically show here. If not, you can add gear.

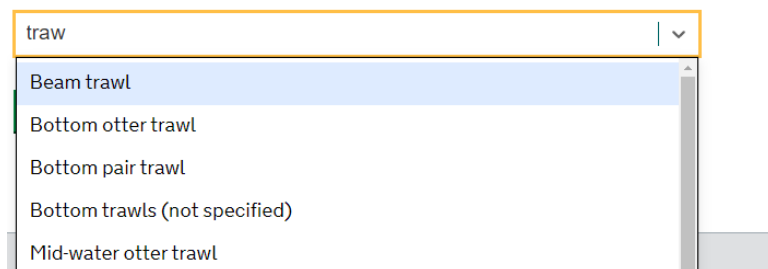
[Add gear](#)

[Remove gear](#)

Select **'Add gear'**.

**There is a list of available gears in Section 1 of this document.*

Enter the gear you want to add to your list

A screenshot of a web form showing a dropdown menu. The input field at the top contains the text "traw" and a downward arrow. Below the input field, a list of gear types is displayed: "Beam trawl", "Bottom otter trawl", "Bottom pair trawl", "Bottom trawls (not specified)", and "Mid-water otter trawl". The "Bottom otter trawl" option is currently selected and highlighted in light blue.

Type the name of the gear you wish to record and select from the drop down list. Click **'Save and continue'**.

Enter the measurements for Bottom otter trawl

Number of trawl nets

Mesh size (mm)

Save and continue

Enter details of the gear dimensions. All gear measurements must be whole numbers. Click **'Save and continue'**.

When a gear has been entered, it is saved for use in future catch records (the gear can be removed by selecting **'Remove gear'**).

Gear list

What gear did you use?

Select all that apply

- ☐ Handlines and pole lines (hand operated)
- ☐ Pots
- ☐ Longlines not specified
- ☒ Nephrops trawls, - (mesh size 80 mm)

[Add gear](#)

[Remove gear](#)

Save and continue

Select the gear used from the list and click '**Save and continue**'.

7. Gear details



Nephrops trawls, - (mesh size 80 mm)

Number of times gear was shot on the trip

Enter gear details as appropriate.

8. Statistical sub area

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

English | [Cymraeg](#)

New catch record

From the list below, select the statistical sub area where the majority of your catch was caught using pots

The list below shows the 9 statistical sub areas closest to your declared departure port. Alternatively, select "Other" to manually enter the statistical sub area.

- ☐ 38E84
- ☐ 38E87
- ☐ 38E88
- ☐ 38E91
- ☒ 39E85
- ☐ 39E86
- ☐ 39E88
- ☐ 39E89
- ☐ 39E93
- ☐ Other

Save and continue

- A list of 9 statistical sub areas will be available to select, which are the 9 areas closest to the departure port.
- Select the statistical sub area code where the majority of the catch was caught, or select Other if the fishing was conducted elsewhere.

- ☐ 39E89
- ☐ 39E93
- ☒ Other

Statistical sub area - For example, 46E45

Start typing to display the list



Save and continue

- If Other is selected, a box will appear, type in the code and a dropdown menu of options will appear.
- The statistical sub area code is comprised of the ICES rectangle (eg.29E6) followed by the sub rectangle (1-9).
- Further guidance on how to find the relevant area for your trip is in Section 2 of this document.

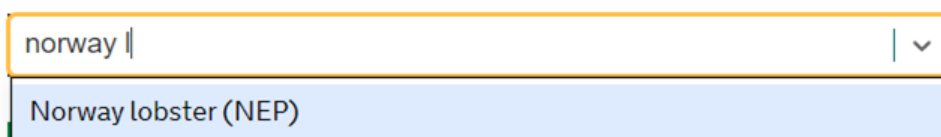
9. Species caught

- Select '**Add a species**' to enter the species caught.
- The species will be available in the species list for future trips (the species can be removed from the list if required).

[Add a species](#)

[Remove a species](#)

Add species to vessel ACHILLES



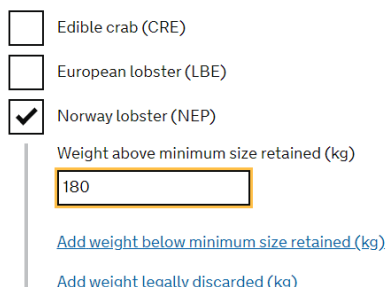
norway | v

Norway lobster (NEP)

- Type the name of the species you wish to record, select from the list, then click '**Save and continue**'.
- Ask your local MMO office if you are unsure which species or species code to use.
- Section 3 of this document contains a list of commonly confused species.

Which species did you catch with nephrops trawls?

Select all the species you caught, with or without catch limits. Then enter estimated live weights. Landed weights can be converted to live weights by multiplying them by a [conversion factor](#)



☐ Edible crab (CRE)

☐ European lobster (LBE)

☒ Norway lobster (NEP)

Weight above minimum size retained (kg)

180

[Add weight below minimum size retained \(kg\)](#)

[Add weight legally discarded \(kg\)](#)

- Select the species from the list.
- Record the "live weight" for each species caught which are above minimum conservation reference size. Live weight is the actual weight of the whole fish before it was processed (e.g. guts removed, or winged). A live weight can be obtained by weighing the fishery product in a "whole" state, or by weighing the

processed fish and multiplying the weight by the relevant conversion factor. A list of the conversion factors can be found here ([Conversion factors link](#)).

- Weights under 10kg can be entered using 0.1kg increments if desired. For any weights over 10kg, you should round down to the nearest 1kg increment.

Recording fish retained below minimum size

Click on the blue link to record an estimate of the quantity retained in kg.

[Add weight below minimum size retained \(kg\)](#)

Input the quantity in kgs.

Remove weight below minimum size retained (kg)

Weight below minimum size retained (kg)

Click on the blue link to record an estimate of the quantity retained in kg. Contact local MMO office for a list of Minimum Conservation Reference Sizes (MCRS) or refer to guidance on gov.uk website:

<https://www.gov.uk/government/publications/minimum-conservation-reference-sizes-mcrs/minimum-conservation-reference-sizes-mcrs-in-uk-waters>

Recording discarded fish

Click on the blue link to record an estimate of the quantity of fish discarded in kg.

[Add weight legally discarded \(kg\)](#)

Input the quantity in kgs.

Remove weight legally discarded (kg)

Weight legally discarded (kg)

Contact local MMO office for more details or refer to guidance on gov.uk website:

[https://www.gov.uk/government/publications/technical-conservation-and-landing-obligation-rules-and-regulations-2020/landing-obligation-general-requirements-2020#:~:text=The%20Landing%20Obligation%20\(LO\)%20applies,against%20quota%20unless%20exemptions%20apply](https://www.gov.uk/government/publications/technical-conservation-and-landing-obligation-rules-and-regulations-2020/landing-obligation-general-requirements-2020#:~:text=The%20Landing%20Obligation%20(LO)%20applies,against%20quota%20unless%20exemptions%20apply) .

Where a species has been discarded and nothing has been retained, leave both the weight above minimum size and below minimum size fields blank and enter an estimated weight into the discard field.

10. Retained catch

Is there any catch from this trip that you will not be landing straight away?

For example, keeping white fish onboard for bait or storing shellfish in keep pots.



Yes



No

Save and continue

- If some of the catch has been retained, select '**Yes**' and then '**Save and continue**'. You will then be asked to enter the species and quantities retained.
- If you select '**No**', you will be taken to the final screen to confirm details for the trip.

Which species from this trip are you not landing straight away?

Select all that apply. Then enter estimated live weights.

☐

Edible crab (CRE)

☐

European lobster (LBE)

☒

Norway lobster (NEP)

Weight above minimum size kept onboard or in keep pots (kg)

50

Select species from the list and enter the estimated live weight in kilograms of that species which is being retained.

11. Submit record

Click on the button, '**Accept and submit trip details**'. By submitting your catch record you are confirming the weight of the fish you have landed and that this is within permitted tolerance levels.

By submitting this record you agree that the information you have given is complete and correct



By submitting your catch record you are confirming the weight of fish you have landed. Please be aware that fishing authorities may take action in respect of inaccurate catch recording.

Accept and submit trip details

When a record has been submitted, the below message will appear:



**Your catch record
has been
submitted**

What happens next

You can view your completed records at any time.

[This is a new service – your feedback will help us to improve it.](#)

[View your catch records](#)

Signal issues: Be aware when using the app, if there is no network connection (wifi or mobile) available when a record is submitted, the catch record will be stored on the app until there is a connection and the app is open. A message will appear to inform you that the catch record has not been submitted (see below).

Your catch record has been recorded

What happens next

Your catch record will be sent when you have signal or are connected to wifi. It is your responsibility to check it has been sent.

[This is a new service – your feedback will help us to improve it.](#)

[View your unsent catch records](#)

Until the catch record is submitted, it will have a status of '**Unsent**' (see below).

Your catch records

Create a new catch record

Offline

Your catch records will be sent when you are back online

| Date trip | Vessel | Status |
|-----------|------------|--------|
| 7 Apr | ██████████ | UNSENT |
| 14 Apr | ██████████ | UNSENT |
| 22 Apr | ██████████ | UNSENT |

[View all my sent catch records \(opens in a web browser\)](#)

12. Editing trips

It is possible to edit a catch record using the web service. Your local office may contact you to request amendments / corrections. To edit a catch record, navigate to your previous trips which are displayed within the web service and select the departure date for the trip you wish to amend:

Date trip

[10 February 2021](#)

[1 February 2021](#)

[1 February 2021](#)

Scroll to the bottom of the page and select '**Edit catch record**'.

4. Species not landed

Catch kept onboard or in
keep pots

Edit catch record

Enter the reason why you are editing your catch record, including the following details where applicable:

- Which office requested the amendment or correction.
- What information you are changing.
- Reason for change (e.g., correction, wrong species code, incorrect sub rectangle)
- Date the change was made.

Enter the reason why you are editing your catch record from 10 February 2021

Click **“Save and continue”**, this will take you to the catch record and allow you to amend any details on there.

Select **“Change”** for the section you wish to edit.

| | | |
|------------------|--------------------------|------------------------|
| Date left | 10 February 2021 | Change |
| Port left from | Lowestoft | Change |
| Pair fishing | NO | Change |
| Date returned | 10 February 2021 | Change |
| Port returned to | Hougharry and Loch Eport | Change |
| Gear used | Gillnets (drift) | Change |

Make the update and then re-submit the record by clicking **“Accept and submit trip details”**.

By submitting this record you agree that the information you have given is complete and correct

pots

By submitting this record you agree that the information you have given is complete and correct



By submitting your catch record you are confirming the weight of fish you have landed. Please be aware that fishing authorities may take action in respect of inaccurate catch recording.

Accept and submit trip details

The following message confirms that the catch record has been submitted.

Your catch record has been submitted

What happens next

You can view your completed records at any time.

[View your catch records](#)

Annex

Section 1: Gears

The gear codes available are categorised by gear type below.

Trawls

Gears available: Beam trawl, Bottom otter trawl, Bottom pair trawl, Bottom trawls (not specified), Mid-water otter trawl, Mid-water pair trawl, Nephrops trawls, Otter twin trawls, Shrimp trawls.

Gear measurements: Mesh size (mm), number of beams / nets.

Add per trip: Number of times gear was shot on the trip.

Nets (Gillnets and Trammels)

Gears available: Combined gillnets-trammel nets, Gillnets (circling), Gillnets (drift), Gillnets (not specified), Gillnets anchored (set), Trammel Net.

Gear measurements: Mesh size (mm).

Add per trip: Total length of nets hauled during the trip (in metres), Total length of nets left in the water at the end of the trip (in metres).

Other nets (Seine and surrounding nets)

Gears available: Boat or vessel seine, Danish anchor seine, Scottish seine (fly dragging), Seine nets (not specified), Surrounding Nets (Ring net).

Gear measurements: Mesh size (mm).

Add per trip: Number of times gear was shot on the trip.

Dredge

Gears available: Dredge, Mechanised dredges.

Gear measurements: Number of dredges.

Add per trip: Number of times gear was shot on the trip.

Longlines

Gears available: Drifting longlines, Longlines (not specified), Set longlines, Hooks and lines (not specified), Trolling Lines.

Gear measurements: None.

Add per trip: Total number of hooks hauled during the trip, Total number of hooks left in the water at the end of the trip.

Handlines

Gears available: Handlines and pole lines (hand operated), Handlines and pole lines (mechanised), Handlines and pole lines (mechanised).

Gear measurements: None.

Add per trip: Number of rods and lines used on the trip.

Fixed gear (Pots and Traps)

Gears available: Pots, Traps (not specified).

Gear measurements: None.

Add per trip: Total number of pots or traps hauled during the trip, Total number of pots or traps left in the water at the end of the trip.

Diving

Gears available: Miscellaneous gear (diving).

Gear measurements: None.

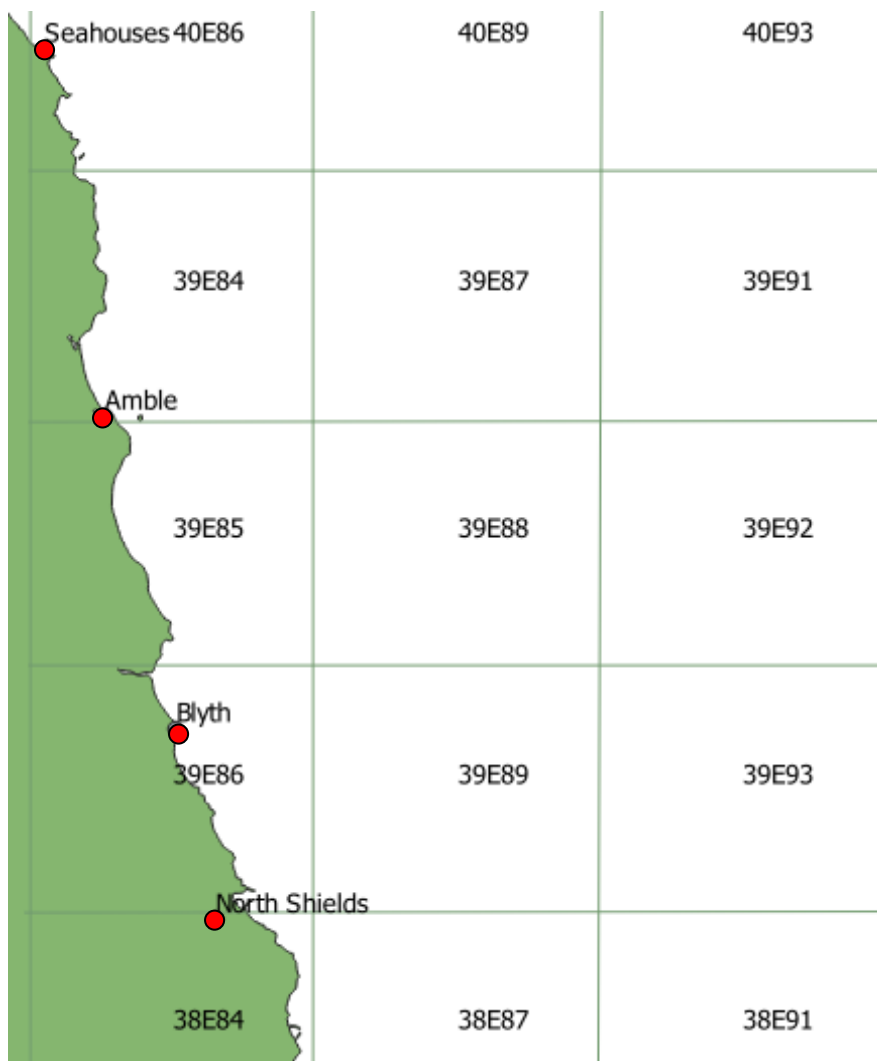
Add per trip: None.

Section 2: Statistical sub area

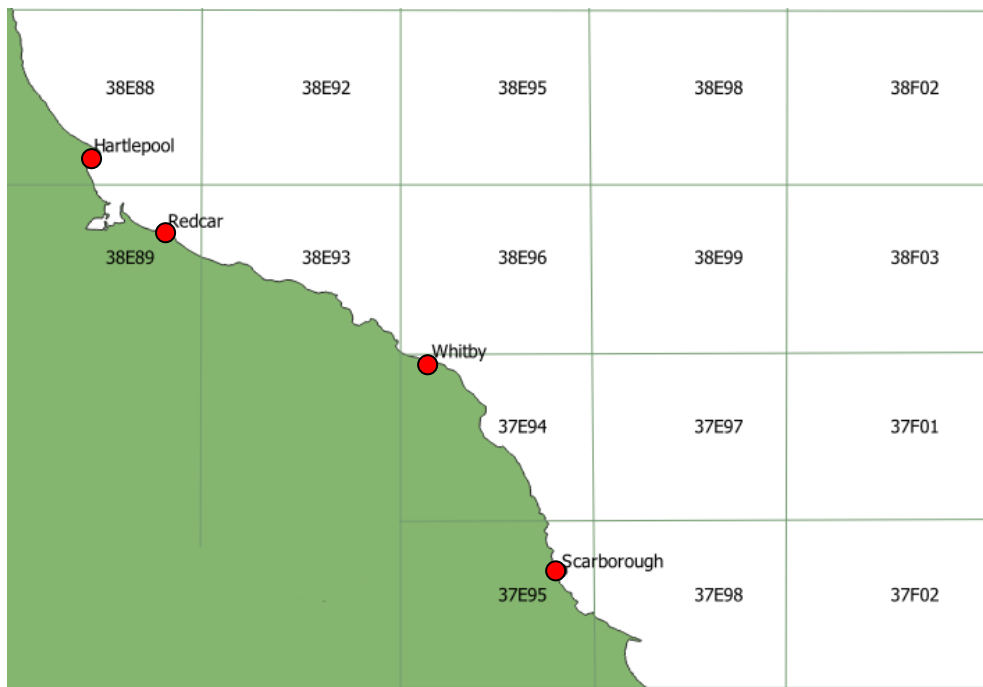
On each trip, input the area code for where the majority of fishing has taken place – this includes the statistical rectangle (e.g. 29E6) and sub-rectangle (e.g.1-9).

Below are maps for all areas of England to help identify the correct sub-rectangle code to record.

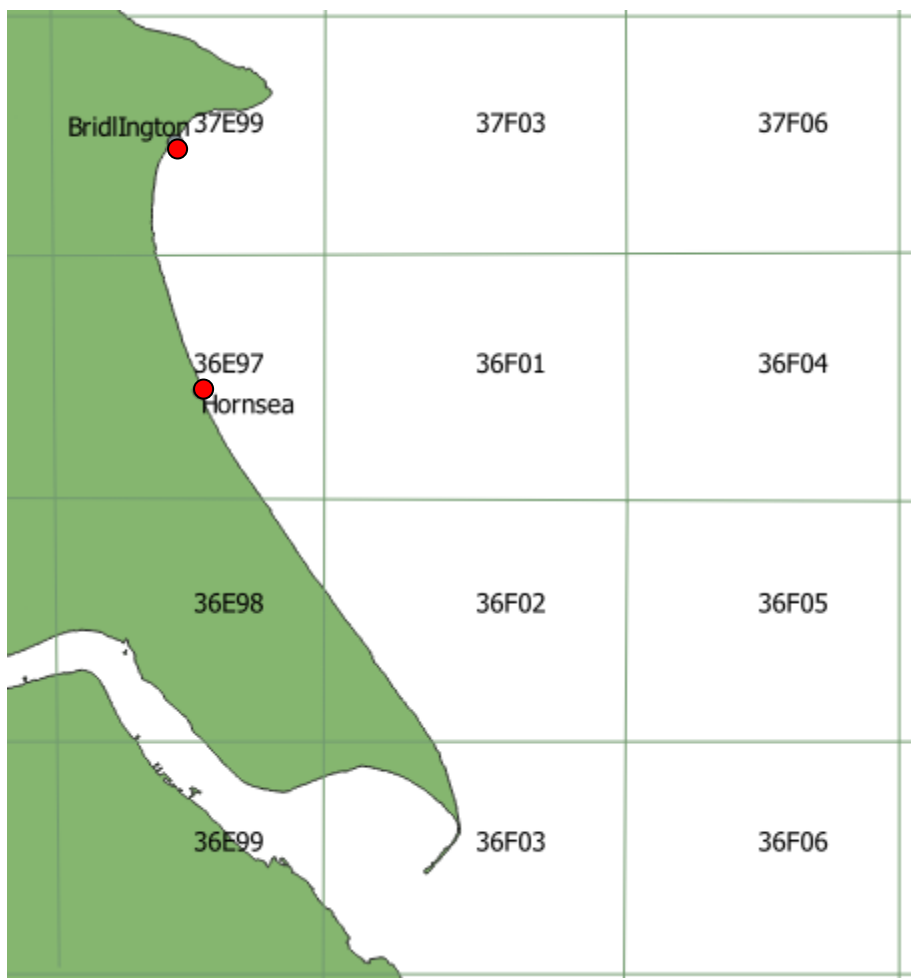
Seahouses to North Shields



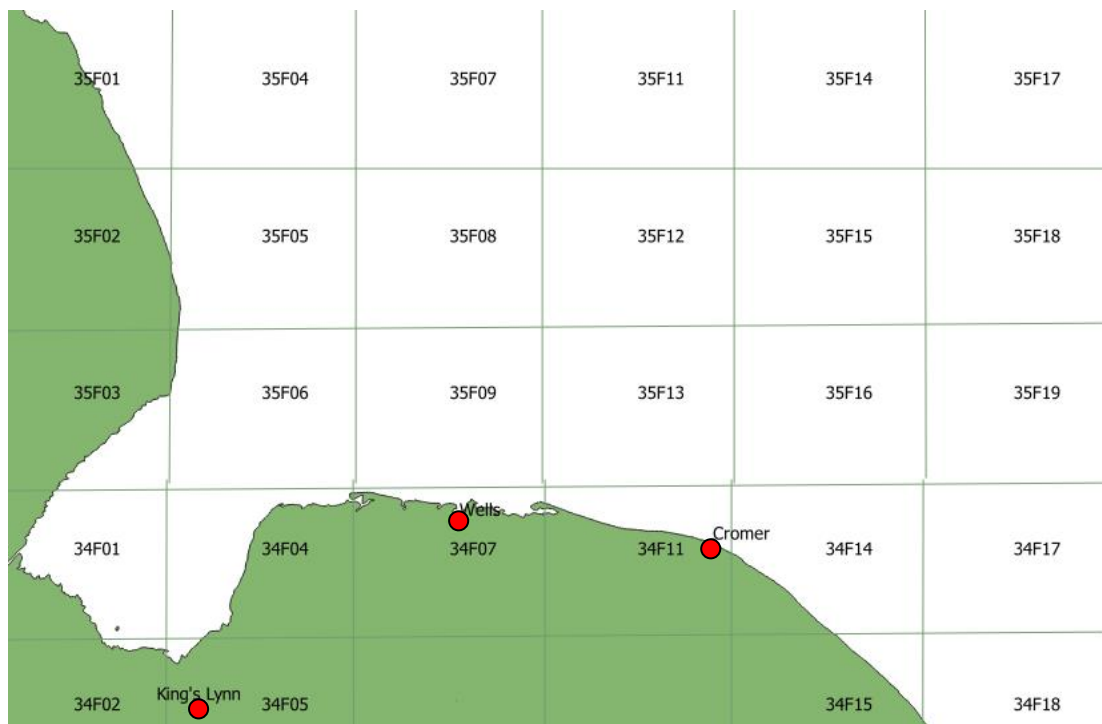
Hartlepool to Scarborough



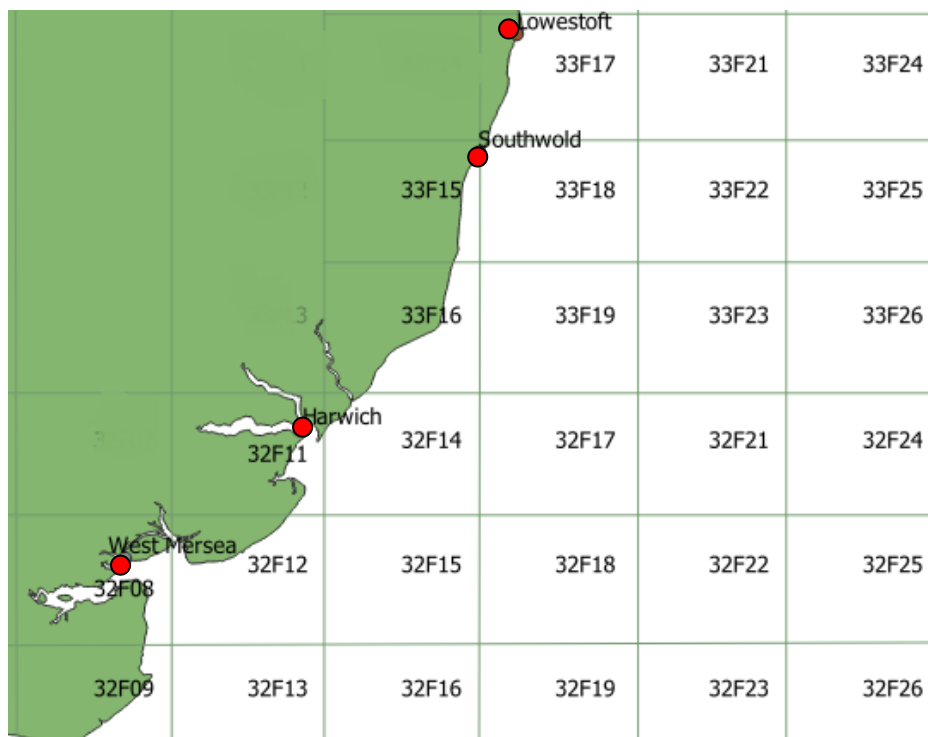
Bridlington to Humber



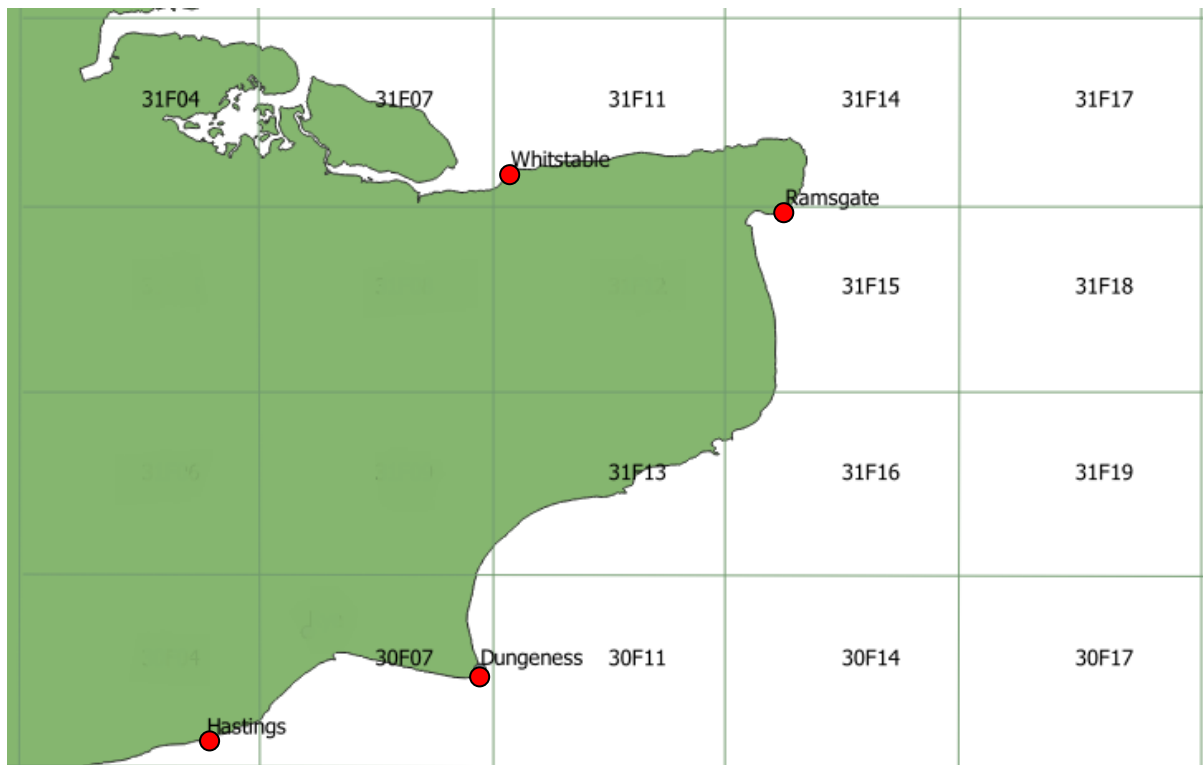
Humber to Cromer



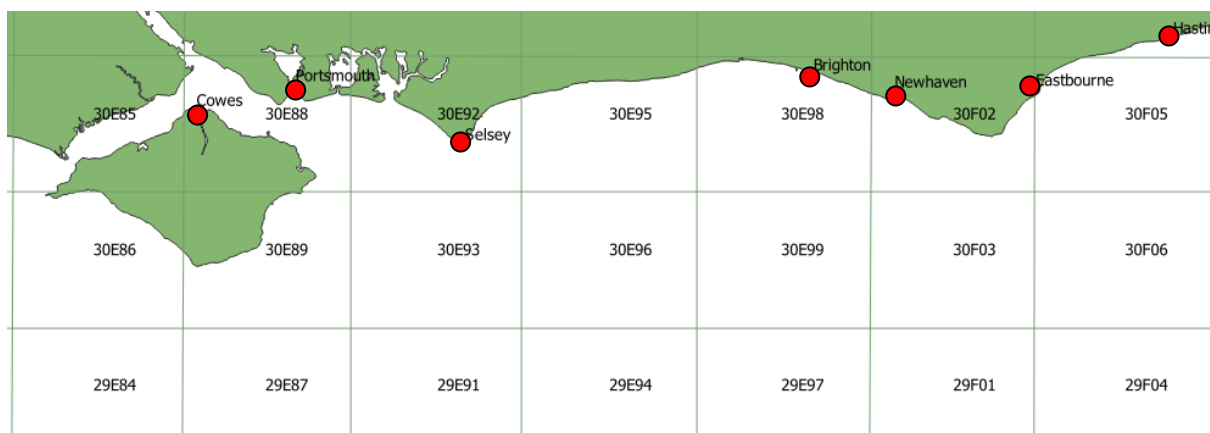
Lowestoft to West Mersea



Thames to Hastings



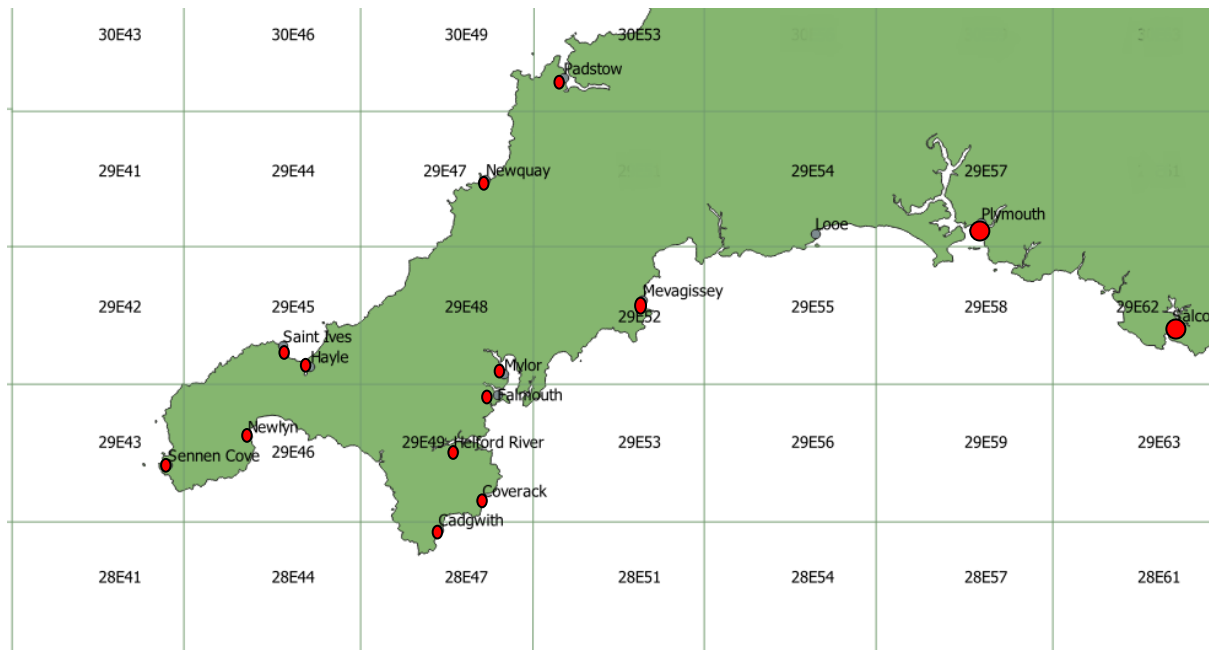
Hastings to Cowes



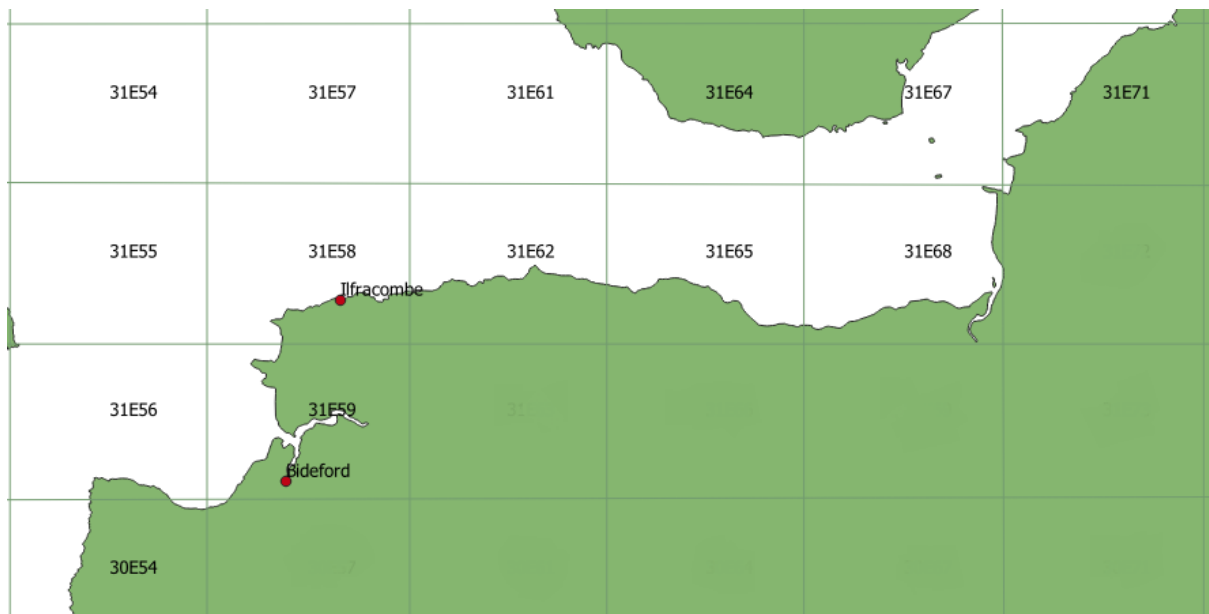
Poole to Salcombe



Plymouth to Padstow



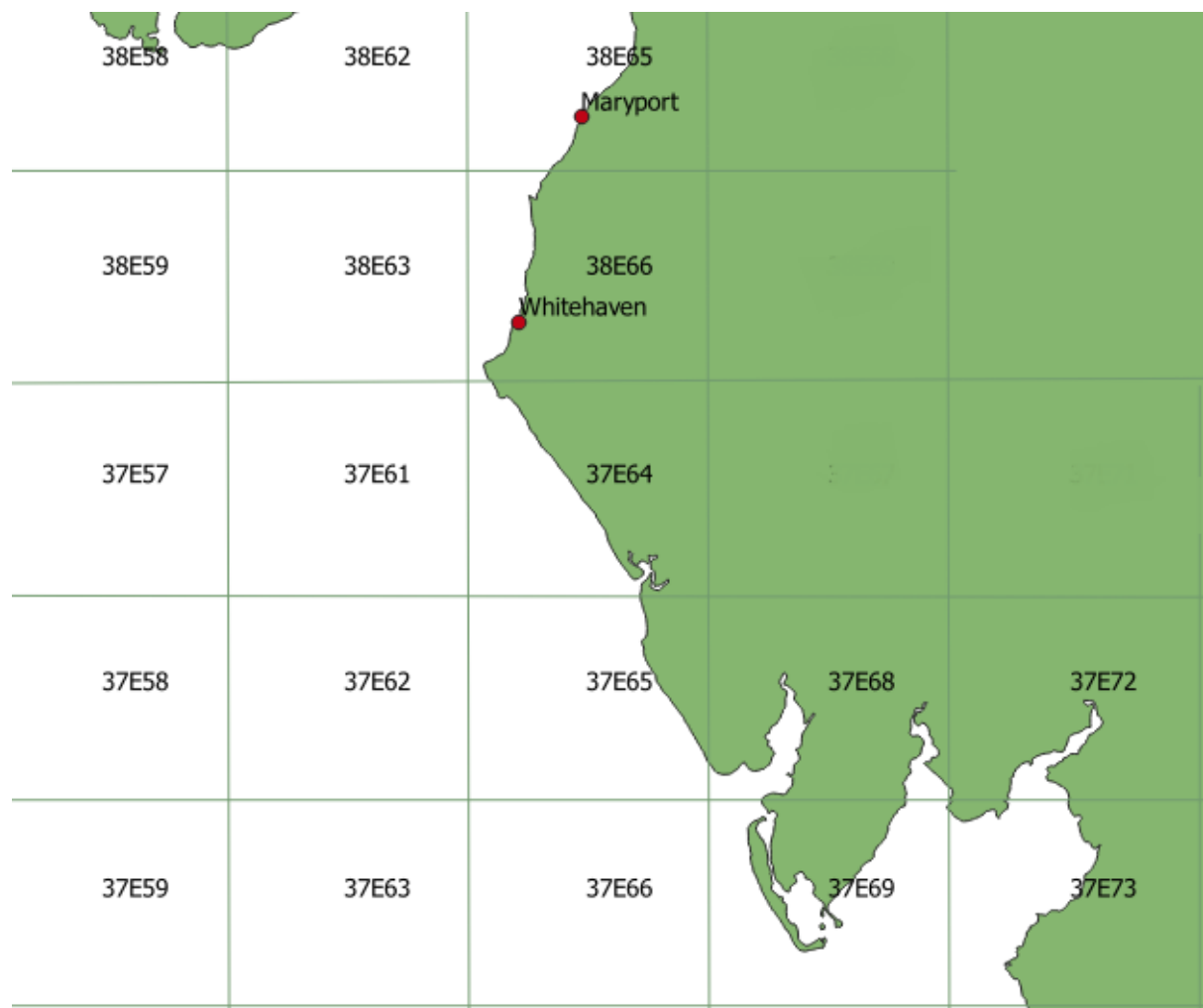
North Cornwall and Devon



North Wales to Fleetwood



Fleetwood to Maryport



Section 3: Correctly identifying catch

- Catch recording data contributes to scientific understanding of fish stocks and therefore it is vital that the data recorded is accurate.
- The MMO acknowledge that it may be challenging to correctly identify species and will work with fishers to ensure the correct species are recorded.
- Fishers having difficulty identifying species can discuss with their local MMO office. In addition, there are online resources that can be utilised including:
 - o [Shark Trust](#)
 - o [Marlin](#)
- Species are listed by name, followed by a code. The names used correspond to the names on the FAO species list. The FAO are the Food and Agriculture Organisation of the United Nations. The UK have adopted this and other reference data from the FAO as they are an internationally standardised statistical classification, and this enables data to be exchange between states.
- Several species have names beginning with “common”, “European”, “Atlantic”. This may cause issues with searching for certain species, and your local MMO office will be able to advise if you are unable to find the correct species. Examples of this issue includes:
 - o Common sole
 - o European lobster
 - o Atlantic mackerel.
- Type in the name of the species and a list will be displayed, then select the option from the list.
- Once the species has been saved, it will appear in a favourites list, and so the process of searching for the species will only need to be carried out once.
- The names used on the FAO species list may not relate to locally used names for the species, and to help with this, this section details some of the commonly confused species.
- Catch recording does not use the full list of species and has instead been reduced to include only species that are common to UK waters. A species from the FAO list that is not on catch recording can be added on request.
- A star (*) indicates that there is a prohibition/restriction on this species. Consult your local MMO office for further details.

Commonly confused species

Shellfish

| Species name | Code | Also known as |
|------------------------------|------|--------------------|
| European lobster | LBE | |
| Craylets, squat lobsters nei | LOQ | |
| Palinurid spiny lobsters nei | CRW | Crawfish, crayfish |
| Common spiny lobster | SLO | |

| | | |
|-----------------------|-----|------------|
| Edible crab | CRE | Brown crab |
| Spinous spider crab | SCR | |
| Velvet swimcrab | LIO | |
| Green crab | CRG | |
| Red crab | CRR | |
| European flat oyster | OYF | |
| Pacific cupped oyster | OYG | |

Dogfish

- Small-spotted catshark (SYC) should be used for all lesser spotted dogfish (also known as catsharks).
- Nursehound (SYT) should be used for greater spotted dogfish (also known as bull-huss).
- There are two species of smooth-hound listed on catch recording. These are Smooth-hound (SMD) and Starry Smooth-hound (SDS).
- DGH, DGX, SCL and SYX should not be used as they are generic codes.
- Refer to the Shark Trust ID guides for further help on identifying species: <https://www.sharktrust.org/Pages/FAQs/Category/shark-id-guides>.

| Species name | Code | Also known as |
|----------------------------|------|------------------------|
| Small-spotted catshark | SYC | Lesser Spotted Dogfish |
| Nursehound | SYT | Bullhuss |
| Smooth-hound | SMD | |
| Starry Smooth-hound | SDS | |
| Black dogfish | CFB | |
| Wolffishes(=Catfishes) nei | CAT | |
| Birdbeak dogfish * | DCA | |
| Picked dogfish * | DGS | Spurdog |

Skates and Rays

- All skates and rays should be recorded under their individual species codes.
- The Skates and Rays (SKA) code has now been removed from catch recording. Fishers who have previously used this will still find it available in their favourites and will be asked to remove this and record the individual species. This code is still used by merchants to indicate sale of parts of a skate or ray other than the wings e.g., ray backs.
- Refer to the Shark Trust ID guides for further help on identifying species: <https://www.sharktrust.org/Pages/FAQs/Category/skate-ray-id-guides>.

| Species name | Code |
|----------------------|------|
| Blonde ray | RJH |
| Spotted ray | RJM |
| Thornback ray | RJC |
| Cuckoo ray | RJN |
| Undulate ray * | RJU |
| Small-eyed ray * | RJE |
| Shagreen ray | RJF |
| Starry ray | RJR |
| Sandy ray | RJI |
| Arctic skate | RJG |
| Common stingray | JDP |
| Longnose skate | RJO |
| Marbled electric ray | TTR |
| Round ray | RJY |
| Blue skate * | RJB |
| Norwegian skate * | JAD |
| White skate * | RJA |

Nephrops and Common Prawns

- The table below shows the NEP and CPR codes and what they are currently called on the catch recording system as well as the Latin name.
- In many parts of the UK, Nephrops are known as “prawns”, and so some fishers have understandably used the common prawns option on catch recording. The two species are distinct and need to be recorded accurately and this [link](#) is useful for identifying the species correctly.

| Species name | Code | Scientific name |
|------------------------------|------|---------------------|
| Norway lobster, aka Nephrops | NEP | Nephrops norvegicus |
| Common prawn | CPR | Palaemon serratus |

Plaice

- The table below shows the two PLA and PLE codes and what they are currently called on the catch recording system as well as the Latin name.
- European plaice is one that in most cases is what should be recorded.

| Species name | Code | Scientific name |
|-----------------------------------|------|------------------------------|
| American Plaice (=Long rough dab) | PLA | Hippoglossoides platessoides |
| European Plaice | PLE | Pleuronectes platessa |

Seabreams

| Species name | Code |
|------------------------|------|
| Axillary seabream | SBA |
| Black seabream | BRB |
| Blackspot seabream | SBR |
| Gilthead seabream | SBG |
| Porgies, seabreams nei | SBX |
| Zebra seabream | SBZ |

Gurnards

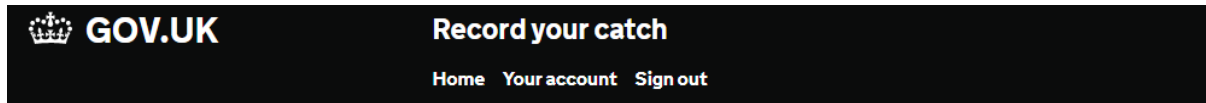
| Species name | Code |
|-------------------------------|------|
| Gurnards, searobins nei (GUX) | GUX |
| Red Gurnard | GUR |
| Grey Gurnard | GUG |
| Tub Gurnard | GUU |

Clams

| Species name | Code | Scientific Name |
|-----------------------------|------|-------------------------|
| Manila clam | CMM | Ruditapes philippinarum |
| Clams nei | CLX | Bivalvia |
| Northern quahog (Hard clam) | CLH | Mercenaria mercenaria |

Section 4: Managing your account

This section covers how to amend details and provide others with access to submit catch records on your behalf. Use the web interface to manage your account. Click on the heading 'Your account' in the centre at the top of the page.



Details that the vessel owner input on registering are displayed here.

Personal

| | | |
|--------------------|--------------------------|------------------------|
| Email address | <input type="text"/> | Change |
| Password | <input type="password"/> | Change |
| Vessel owned | <input type="text"/> | Change |
| Vessels skipper of | | |
| Address | <input type="text"/> | Change |
| Contact number | <input type="text"/> | Change |

Click on the 'Change' link to find out how to amend the detail.

Password can be reset by clicking on 'Change', clicking 'Send reset password email', and then clicking on the link in the email.

Reset password

To reset or change your password we need to send you an email containing a link.

[Send reset password email](#)

Most of the information can only be amended by contacting the catch recording mailbox. Clicking on 'Change' for these options, there are details of how to make this change.

Change email address

To change your email address contact
catchrecording@marinemanagement.org.uk.

Changes to vessel ownership will be made by the local MMO office once the registration and licencing details have been updated.

Change in vessel ownership

Any change in vessel ownership must be notified immediately to the [Registry of Shipping and Seamen](#) and the MMO office where the fishing vessel licence was issued. When a change in ownership occurs, the licence attached to the vessel must be turned into an entitlement, and the licence transferred to the new owners.

A fishing vessel licence is invalid if there are any changes to sections 1-5 of the licence. In the event of any such changes, you should contact your local MMO office. Fishing with an invalid licence is a criminal offence and could lead to enforcement action being taken against you.

[Back to your account](#)

Adding others to the vessel

The vessel owner(s) and master are responsible for submitting catch records for a vessel. All vessel owners will be invited to register on catch recording, and a vessel owner may invite others to submit catch records on their behalf. This could be the vessel master or anyone else.

The vessel owner is responsible for managing who has access to submit records for their vessel. This means that if the owner no longer requires an individual to have the access, they must remove the access using the 'Remove' option.

To add others to be able to add Catch Records for the vessel, go to the '*Skippers*' section and click '*Add*'.

Skippers

[Add](#)
[Remove](#)

Click '*Yes*' and '*Continue*'.

Do you want to add a skipper for

You can add skippers to other vessels from your account.

- ☐ Yes
- ☐ No

[Continue](#)

Input the first name, last name and email address, and click '*Save and continue*'.

Before you start

Enter skipper details

First name

Last name

Email address

Email should only be used by the skipper you are adding and not shared with any other skippers

Save and continue

Check details and click 'Accept and continue'.

Check skipper details

First name

[Change](#)

Last name

[Change](#)

Email address

[Change](#)


By submitting this you agree that the information you have given is complete and correct.



You are legally responsible for records submitted by your skippers and could be prosecuted or have to pay a financial penalty if you or they give the wrong or incomplete information.

Accept and continue

This message now appears, and the individual will receive an email inviting them to register for catch recording.

 has been
successfully added as
your skipper for
ACHILLES

What happens next.

We have sent an email with instructions of how to access the service.

They can use these details to fill in your catch record for you.

They can only view catch records they have created.

You can remove access or add skippers to other vessels from your account.

[Continue](#)