

**APPENDIX P**  
**QUALITY CONTROL FORM**



**QUALITY CONTROL EVALUATION**

INTERVIEWER NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME OF ARRIVAL: \_\_\_\_\_ TIME OF DEPARTURE: \_\_\_\_\_

Did the interviewer have the following equipment and supplies?

- |                            |                            |                             |                            |                            |                           |
|----------------------------|----------------------------|-----------------------------|----------------------------|----------------------------|---------------------------|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | A. MEASURING BOARD          | <input type="checkbox"/> Y | <input type="checkbox"/> N | G. TAPE MEASURE           |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | B. FISH ID GUIDE            | <input type="checkbox"/> Y | <input type="checkbox"/> N | H. DICHOTOMOUS KEY        |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | C. 25/50 LB SCALE           | <input type="checkbox"/> Y | <input type="checkbox"/> N | I. 4 LB SCALE             |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | D. SCREENING INTRO          | <input type="checkbox"/> Y | <input type="checkbox"/> N | J. QUESTIONNAIRES         |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | E. ASSIGNMENT SUMMARY FORMS | <input type="checkbox"/> Y | <input type="checkbox"/> N | K. SITE DESCRIPTION FORMS |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | F. TO WHOM LETTERS          |                            |                            |                           |

**Please circle YES or NO with respect to performance and understanding concerning the following:**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Did the interviewer introduce him/herself as collecting data for a survey sponsored by NMFS?            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did the interviewer check in with the person in charge at the site before beginning their interviewing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the interviewer read the Privacy Act statement?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the interviewer ask each question according to protocol?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did the interviewer select catch to weigh and measure randomly?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did the interviewer demonstrate correct procedures for calibrating scales?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Was the interviewer appropriately attired?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Please review as many completed intercepts and the assignment site form in the field and respond to the following questions:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Intercept forms:  | YES                      | NO                       |
| a. Was a response recorded for every item that required a response (excluding instructed skips)? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Were appropriate skips used?  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Were logical responses recorded for Q.18 and Q.19?  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Was the sequence of Q.26 through Q.29 coded correctly?  | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Did all fish records have a disposition code?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Assignment summary forms:   |                          |                          |
| a. Was the identifying information recorded, such as state, mode, control #, etc.?               | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the ON-SITE RECORD match the SUMMARY information?  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Did the sampler record a START and STOP TIME for each site visited?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Did the interviewer record a "REASON CODE" for going to an alternate site?                    | <input type="checkbox"/> | <input type="checkbox"/> |

**If the answer to any of the above is "NO", please review the proper procedures with the interviewer now!**

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCORE: \_\_\_\_\_

The following questions are asked to determine the interviewer's working knowledge of procedures.

- 1 a. Circle all status code(s) listed below that are considered "good" interviews:
  - a. Status 1
  - b. Status 2
  - c. Status 3
  - d. Status 4
  - d. Status 5
- b. What is the maximum number of "good" interviews (per assignment) that you are allowed in any one mode: \_\_\_\_\_

2. Please demonstrate the proper fish coding for an angler that says he/she caught 4 redfish and 3 specks:

	SPECIES CODE	# OF FISH													
1. _____	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>											<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td> </tr> </table>			
2. _____	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>											<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td> </tr> </table>			

3. a. How should you properly record a fish that weighs 2.5 kgs? \_\_\_\_\_
- b. How should you properly record a fish that weighs 1.55 kgs? \_\_\_\_\_
4. A group of anglers have 52 red snapper, 12 triggerfish, and 25 vermillion snapper. Describe how many of each species listed you would attempt to get a length and weight on (without any time constraints).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. A site is visited on a Saturday and during your 8 hours on-site (including peak fishing time), you observe 38 people fishing. What is the correct pressure that should be recorded on the site description form? \_\_\_\_\_
6. If an angler fished for 3 hours in the open ocean/gulf and 1 hour in a bay, which "water fished" should be coded at Q.12?

\_\_\_\_\_

7. Circle all correct responses that are true for a status 5 interview:
  - a. Has a key item refusal
  - b. Used when an angler declines to be interviewed
  - c. Should be sent to (contractor name)
  - d. Should not be sent to (contractor name)
8. Unavailable catch (type 2) records for the first angler interviewed in a party of 6 should include:
  - a. All fish unavailable from all anglers who have their catch grouped together
  - b. Only the first angler's unavailable catch
9. Which of the following is not a legitimate disposition "7 - other"?
  - a. Fish to be mounted
  - b. Fed to birds
  - c. Will be used for fertilizer
  - d. Gave away

10. What should you obtain from the angler and record if he/she does not know their county of residence?  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is your overall rating of the interviewer on this Quality Control Visit?  
 Excellent       Above avg.       Fair       Below avg.

I have reviewed this evaluation along with the supervisor: \_\_\_\_\_

Date: \_\_\_\_\_