



GOVERNMENT OF RAS AL KHAIMAH
RAK PORTS

DIVING APPROVED CODE OF PRACTICE

Document Owner: HSEQM, RAK Ports.

Revision history: Refer page No. 2

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

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The controlled current version is available on the website <https://rakports.ae/wp-content/uploads/2019/12/Diving-ACoP.pdf>*



Revision history:

Version	Date	Reason for change	Author
Orig.	20-08-2017	1 st Issue as RP document.	PW
1*	12-08-2020	Amended to incorporate Annex A - Requirements for Diving Permit in RAK Ports. Refer MoCRF#20-ACOP-01 for details.	LVZ

* This issue supersedes all previous versions.

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1. Purpose

RAK Ports' shall provide guidance that must be followed when contracting and/or approving commercial diving operations are to be conducted within RAK Ports' waters. It will also ensure the appropriate compliance with Federal legislation and international best practice is established prior to approval.

2. Scope

This procedure applies to all commercial dive operations that fall under the jurisdiction of RAK Ports' and specifies:

- Requirements for the approval of Diving operations.
- Responsibilities of all persons involved with the operation.
- Diving safety precautions.
- Emergency response procedures.

3. Responsibilities

- The HSEQM will manage this ACOP.
- The DHM (SP)/PM (AJZP/RAKP/AJRP) will implement this ACOP.
- The Safety department will coordinate the control of diving operations.
- The Marine department will assist in the implementation of this ACOP.

All contractors/sub-contractors carrying out any activities within the port are to ensure their work is in compliance with RAK Ports regulations.

4. Definitions

- ACOP:** Approved code of practice, gives practical advice on how legislation is to be complied with. It states that if you follow the advice given you will be doing enough to comply with the law.
- ADAS:** Australian Diver Accreditation Scheme.
- ADCI:** Association of Diving Contractors International, complying to OSHA standards.
- Authorising person:** The nominated responsible person within the contracting company requesting the dive services. This can be an employee of RAK Ports, or from a 3rd party e.g. Principal contractor, vessel Master etc.
- BS EN 12021:** Respiratory equipment compressed gas for breathing apparatus. Standard specifies requirements for the quality of compressed gas supplied for mixing or use in respiratory protective devices and hyper- and hypobaric operations.
- CGA:** Compressed Gas Association, represent all aspects of the United States of America manufacture, storage and distribution of gas handling equipment.
- Competence:** Having a combination of training, knowledge and experience such that the person can do the job required in a safe and efficient manner.

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- Contracting company:** The company requesting the services of the dive contractor. This can be RAK Ports', or a 3rd party e.g. principal contractor, consultant, vessel Master etc.
- DHM:** Deputy Harbour Master, The Harbour Masters' representative at RAK Ports.
- Dive:** Any operation where a diver for commercial purpose enters the water or any other liquid, or chamber in which they are subject to pressure greater than 100 millibars above atmospheric pressure, and in order to survive breathes air or other gas at a pressure greater than atmospheric pressure.
- Dive contractor:** The person who is the employer of the divers' engaged in the dive project.
- Dive permit:** Authorisation permit for the dive to be conducted in RAK Ports' waters.
- Dive project:** The term used for the overall diving job, whether it lasts a few minutes or many months, it can be made up of one or more individual diving operations.
- Dive Supervisor:** A qualified member of the dive team who is appointed to supervise the diving operation.
- Diving project plan:** The diving project plan identifies each diving operation, which makes up the diving project and the nature and size of any diving operation. Any identified diving operation shall be arranged so that it can be supervised safely by one person.
- EU:** European Union. A political and economic union of member states that are located primarily in Europe.
- FSW:** Feet of sea water; used to indicate either an actual depth or pressure equal to that depth.
- Harbour Master:** The RAK Ports official responsible for enforcing maritime port authority regulations for the good order and the safety of navigation within the RAK Ports area of jurisdiction.
- Hazard:** Something with the potential to cause harm. This may include water, environmental factors, plant, methods of diving and other aspects of work.
- HSE:** Health and Safety Executive. A UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.
- HSEQ Manager:** Appointed person nominated by the Top management to manage the Port Authority's management systems.
- IMCA:** International Marine Contractors Association, complying to HSE, OSHA and EU regulation.

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- OSHA:** Occupational Safety and Health Administration. An agency of the United States Department of Labour that regulates workplace safety and health.
- PC:** Port Control located in either Al Jazeera, Ras Al Khaimah or Saqr Port.
- PCO:** Port Control Operator, nominated person within each port, responsible for coordinating vessel movements at each port and located in the Port Control.
- PTW:** Permit to Work.
- Responsible marine person:** The Harbour Master retains ultimate responsibility for marine activities, however delegation of implementation of this procedure can be formally established to the appropriate marine staff as follows: Saqr Port/RAK Maritime City - DHM/PCO; Al Jazeera Port – PCO; Ras Al Khaimah Port – Port Manager/PCO; Al Jeer Port – Port Manager.
- SCUBA:** Self-Contained Underwater Breathing Apparatus.
- SDDE:** Surface Demand Diving Equipment.
- TWA:** Time Weighted Average, an international calculation used to identify a worker’s daily exposure to a hazardous substance.
- WEL:** Workplace Exposure Limit, a UK HSE calculation used to identify a worker’s daily exposure to a hazardous substance.

5. Procedure

In accordance with international guidelines and RAK Ports **Permit to Work Procedure**, the Port’s Permit to dive is subject to strict compliance with the procedures listed below.

All divers must be commercially qualified, accredited members of ADCI or IMCA and able to produce original certification, including an “in date” medical certificate for verification.

Due to its inherent limitations such as limited breathing gas supplies and limited communication, SCUBA has been deemed as unsuitable for use within the ports’ waters unless fully mitigated by risk assessment, method statement as well as approved by the HSEQ Manager and responsible marine person. An example of this is the requirement to conduct an emergency dive or where other diving methods are deemed impractical.

Standard diving operations shall, therefore be conducted by use of SDDE in accordance with the **Port Legislation Register** (HSE Diving at work Regulations 1997) and Safe Systems of Work.

5.1 Dive operation approval

In order for a diving operation to be approved within RAK Ports’ waters, documents in accordance with Annex A shall be submitted to the Safety dept. with copy to Port Control Tower 24 hrs prior to the scheduled diving operation. If either Marine or Safety department staff find an irregularity in the dive proposal, notification will be forwarded to the client’s agent. Once approval from the Safety dept. for diving operations (**Diving operation PTW**) has been forwarded to PC and the PCO has approved the diving, permit authorisation will be sent to the dive contractor to commence operations.

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A copy of the **Diving operation PTW** (if granted) together with the attached terms and conditions are to be made available and shall be brought to the attention of every person involved in a diving operation. It shall be kept at the Dive Supervisors station on-board or on the quayside and produced to the relevant port official as required.

5.2 Responsibilities of all persons involved with the operation

It is a duty of any person, from authorising bodies such as the port through to the diving contractor to ensure their responsibility over a diving operation is subject to sufficient controls to ensure it remains reasonably practicable and is conducted in a safe manner.

5.2.1 Port responsibilities

Diving operations should not be undertaken in any area where it is strictly prohibited, the PCO shall provide details of such prohibited dive areas. Commencement of diving, commercial or otherwise, may not be undertaken by any individual without first notifying the PC.

The Safety dept. shall ensure that all permit requests meet the criteria of the diving permit, the PCO will inform the Diving Supervisor of any vessel movements that affect the operation, are communicated at the earliest opportunity by an agreed recordable method.

Prior to commencement of any dive operation within the port, Diving supervisor has to contact Port control via telephone or VHF and obtain permission in accordance with section [5.5](#).

5.2.2 Client responsibilities

The contracting company is responsible for appointing an approved dive contractor and ensuring their compliance with **RAK Ports' Diving ACOP**, and contractor procedures for diving operations. The contracting company and authorising person shall, where relevant and or appropriate:

- Take reasonable steps to ensure that any diving contractor selected is capable of complying with the international regulations and **RAK Ports' Diving ACOP**.
- Make available to the dive contractor any other relevant risk assessments undertaken by other persons that could affect the safety of the dive team.
- Ensure facilities have been provided that are reasonable to support the dive supervisor or diving contractor in the event of an emergency as defined in the dive plan.
- Consider any underwater or above water items of plant that may pose a hazard to the dive team such as ship lifts, water intakes or vessel associated hazards (sea chests) etc. Inform the diving contractor of the identified hazard (notification can be gained from the Port Authority).
- Facilitate any relevant familiarisation programme required by the dive contractor, such as access within the port.
- Ensure suitable control measures are in place such as RAK Ports' permit to work.
- Ensure communication is maintained between the dive supervisor and the relevant department (Marine/Safety) for information regarding any changes that may affect the dive operation i.e. vessel movements in the vicinity of the dive or diver competence.

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5.2.3 Contractor responsibilities

The dive contractor shall hold a recognised accreditation from an authoritative body such as IMCA or registration with ADCI. Where practicable provide evidence of their Diving Management System and ensure so far as is reasonably practicable, that the diving project is planned, managed, and conducted in a manner which protects the health and safety of all persons taking part in it.

5.2.4 The dive contractor

Shall ensure they guarantee that:

- An adequate Risk Assessment has been completed.
- An approved dive plan has been established.
- The dive platform to be used is suitable and safe.
- An appropriately experienced and qualified dive supervisor has been appointed in writing, detailing their responsibilities and extent of control over the contract.
- There are sufficient people with suitable competence to conduct safe operations without risk to health of the dive and any consequential action related to the dive.
- Adequate arrangements exist for first aid and medical treatment.
- The dive team has been adequately mobilised and are familiar with all aspects of the dive plan.
- Operate an establish maintenance system for all plant and equipment used in the diving operation.

5.2.5 The dive supervisor

Shall be competently qualified by a recognised body (IMCA or ADCI). They are responsible for ensuring the diving operation is carried out in accordance with the dive plan, without risk to health and safety of all those taking part and others who may be affected. They shall ensure:

- The operation they are supervising complies with the requirements of the Approved Code of Practice for commercial diving projects inland/inshore: Diving at Work Regulations 1997 or IMCA International Code of Practice for Offshore Diving.
- Satisfy themselves so far as is reasonably practicable that the dive site, water and weather conditions are suitable.
- The risk assessment is still current on the day and during the dive.
- The competency, fitness, and certification of those they will be supervising.
- They are aware of their area and level of responsibility, and who is responsible for any other relevant areas.
- They conduct a pre-dive briefing on the contents of the dive project plan.
- They conduct a pre-use inspection of any plant to be used during the dive, and ensure all possible hazards have been evaluated and record the checks.
- They obtain permission to start the dive and ensure all relevant parties are aware of the dive starting.

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- The diving operations records are maintained throughout the dive.

5.2.6 Dive team

Dependant on the requirements of the dive project will depend on the number of divers required in the team, this can only be identified upon completion of the risk assessment. Individuals will perform more than one duty whilst employed in the team and should be competent in the role they are tasked.

At no time shall a diver operate individually without support from the surface, to that effect the dive contractor shall plan in advance the minimum number in the team required to conduct the dive in accordance with international regulations for differing types of diving such as:

Surface supplied diving using air:	<ol style="list-style-type: none"> 1. Dive supervisor 2. Working diver 3. Standby diver 4. Tender for the working diver 5. Tender for the standby diver/first aider
Surface supplied diving using nitrox:	<ol style="list-style-type: none"> 1. Dive supervisor 2. Working diver 3. Standby diver 4. Tenders (2 nos.) <p>Note: Two of which shall be first aid qualified.</p>
Surface supplied diving using mixed gas:	<ol style="list-style-type: none"> 1. Dive supervisor 2. Qualified divers (5 nos.) <p>Note: One of which shall be a qualified diver medic.</p>

The dive contractor shall during the planning phase of the dive, ensure there are sufficient team members for the following:

- Shall hold an IMCA/ADCI diving qualification appropriate for the work they intend to do. They shall have the original certificate in their possession at the site of the diving project (copies are not acceptable).
- Maintain one of the following qualifications or equivalent qualification:

<i>Dive Method</i>	<i>ADAS</i>	<i>IMCA</i>	<i>HSE</i>
Surface Supply to 30 metres	Part 2 (AS2815.2)	Part 3	Part 3
Surface Supply to 50 metres	Part 3 (AS2815.3)	Part 2	Part 2

In the event of approval for use of scuba, where suitable risk assessment and dive plan have been submitted the following qualification or equivalent qualification will be required:

Scuba Diving to 30 metres	Part 1 (AS2815.1)	Part 4	Part 4
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- Shall be informed upon the requirements of the dive project and risk assessment, which must take into account dive hours each day.

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- Standby Diver: Shall be in immediate readiness to provide assistance to the diver, whenever a diver is in the water. There should be one standby diver for every two divers in the water.

The standby diver should be dressed ready to enter the water, but is not required to wear a mask or helmet. The equipment should be immediately at hand.

- Dive tender: Shall be familiar with established diving procedures, fully familiar with all divers personal equipment and fully aware of any contingency plan in the event of an emergency.

Umbilical's or lifelines tended from the surface shall have at least one tender per diver in the water. For Umbilical's tended from a basket or stage, one tender is required for every two divers in the water. In depths of 50m or less a tender may not be required if a mechanical handling system for the umbilical is fitted to the basket.

5.2.7 Additional manpower

The dive contractor will also need to assess whether specialised equipment such as vessel winches, diving chambers and cranes will be required in order to complete the dive operation. These again will require competent personnel to operate during normal operation and in the event of an emergency.

5.2.8 Life support personnel

Because medical emergency services are not immediately available, all divers in the team should be competent in the provision of first aid and hold a current qualification, however at least one person in the dive team should be qualified to a diver medic standard. This person cannot be the Supervisor because of their need to be in direct control of the operation at all times and shall be noted in the dive plan/risk assessment of specialised medics required.

Where identified in the diving project plan or risk assessment, medical staff and at minimum a 2-man decompression chamber capable of recompressing a diver at the surface to a minimum of 165 FSW shall be available at the dive site for:

- Surface supplied air diving to a depth deeper than 100 FSW and shallower than 220 FSW.
- Mixed gas diving deeper than 150 FSW and shallower the 300 FSW.
- Diving outside the no de-compression limits shallower than 300 FSW.

If the dive project plan has identified the use of a diving chamber as emergency support to the operation, a minimum 2-man decompression chamber shall be established with dual locking and equipped with:

- A pressure gauge for each pressurised compartment designed for human occupancy.
- A built-in breathing system with a minimum of one mask per occupant.
- A two-way voice communication system between the occupants and dive team member at the dive location.
- A viewpoint in order to monitor occupants.

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- An illumination system capable of lighting the interior.
- Hyperbaric emergency markings.

5.3 Pre-dive notification

The Safety dept. should send a copy of Diving Permit to PC at least 4 hours prior to commencement of diving operation in order to organise vessel traffic in or around the dive area. PC should not let any dive operation commence until they:

- Are in possession of the relevant PTW.
- Are satisfied and familiar with the exclusion zone.
- Have communicated directly with the dive team.

5.4 Exclusion zone

An exclusion zone (150m) will be allocated by the responsible marine person, which must be agreed by the diving contractor and activated by the dive supervisor prior to commencement of such an activity. Communication must be established and maintained between PC and dive supervisor via phone or relevant VHF channels prior to, at appropriate intervals and on completion of operations.

5.5 Commencement, suspension & termination of diving operations

The dive supervisor must obtain clearance from the PCO of the commencement of operations, via communication methods stated on the dive permit, this should be confirmed on the dive permit by the Safety dept.

The PCO will ensure divers are reminded to display at all times Flag “A” as detailed in section 5.6 of this ACoP, during the diving operations. Further calls should be made using agreed method of communication when divers are in and out of the water throughout the diving operation.

If the diving operation is scheduled to be conducted over several days, the dive supervisor must inform the PCO via telephone or VHF of suspension of diving at the end of each day. An email to the Safety dept confirming suspension shall be sent with notification to PCO and Safety dept when diving has resumed the following day.

On completion of the diving operation the dive supervisor must confirm via telephone or VHF that diving is completed. The dive supervisor must then close the dive permit with the Safety department. This must be followed up by emailing notification of completion to both PCO and Safety dept.

5.6 Diving safety precautions

All cylinders and valves shall be inspected for serviceability prior to use. All cylinders shall have the inside of the cylinder visually inspected on an annual basis and pressure tested on a five yearly basis at minimum with the cylinders being stamped with the current test date.

Compressed air used in diving operations shall meet with the requirements of BS EN 12021 ensuring that all contaminants are kept a low as possible, not exceeding 10% of an 8-hour TWA and WEL. Compressed air used in SCUBA must meet the requirements of the CGA, table 1 level E standard.

Diving signals will be displayed in the most noticeable position relative to the diving operation and in clear view of all vessel traffic at all times when a diver(s) is in the water. This

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will be identified with an international Flag “A” in accordance with the International Regulations for Preventing Collisions at Sea (Rule 27(d)) during daylight hours and masthead lights in the combination of red white red illuminated at night. Masthead lights must be clearly visible at a distance of no less than 200 metres.

If environmental conditions dictate and there is little or no wind a static Flag “A” in accordance with the International Regulations for Preventing Collisions at Sea (Rule 27(e)) shall be used, where moderate wind conditions exist the flag should be no smaller than 750mm in length, no less than 600mm in width.

5.7 Dive equipment

The choice of equipment to be used will depend on the location, scope of dive and integrity of handling system with respect lifting points or bearing welds and structures on larger vessels and equipment mobilised. It should therefore be ensured that all in-date test certificates for all equipment are available as and when required. A deck plan and fastening points on-board shall also be prepared during mobilisation to ensure all parties are clear of the requirements.

Diving equipment used in an offshore environment is frequently immersed in saltwater and therefore requires regular inspection, maintenance and testing/certification to ensure it is fit for use. This shall be controlled through a dive management system that has effective planned maintenance programme and spares. The following documentation is not exhaustive and should be included within the system:

- Contractors operating manuals.
- Equipment technical manuals.
- Daily report log.
- Planned maintenance system (PMS).
- Repair and maintenance records.
- Spare parts inventory (long term projects).
- Pre/post dive checklist.

Evidence of these documents may be requested as proof of verification of management system.

5.8 Emergency response procedures

Diving accidents or incidents are defined as an injury or illness occurring during or as a result from the dive or hyperbaric exposure. A diving incident is classed as any adverse consequence that caused or could have caused injury to personnel and or damage to equipment, facilities or environment.

At all times incidents are to be reported in a timely manner to the port authorities in order for them to notify the correct emergency authority and assist in the incident occurrence. The following are considered in this category:

- Emergency recovery of an injured or unconscious diver from the water.
- Faulty or broken equipment.
- Approach of severe weather.

- Treating a diver with decompression illness.
- Operating a diver in contaminated waters.

If the dive project plan requires a decompression chamber the following emergencies need to be catered for:

- Fire in a chamber or around the dive system.
- Loss of pressure in the chamber.
- Faulty or broken equipment.

6. Reference

- RP ISP 015-06A SP & RMCFZA Port & Cargo Tariff.
- RP ISP 015-06B: Al Jazeera Port Tariff.
- RP ISP 015-06C Ras Al Khaimah Port Tariff.
- RP MSM 001: Integrated Management Systems Manual
- RP ISP 037: Permit to Work Procedure.
- RP ISP 037-04: Diving Operation PTW.
- RP ISP 037-12: Master Undertaken Statement.
- Act No. (9) of 2008 with respect to RAK Ports.
- IMO COLREGS: International Regulations for Preventing Collisions at Sea.
- L103 HSE Diving at Work Regulations 1997
- IMCA D014 IMCA International Code of Practice for Offshore Diving

7. Records

Note: All records are retained for a minimum period of 2 years, and then transferred to archive facility in accordance with the Archives Procedure.

- RP ACOP 01-01: Master Declaration Form.
- RP ACOP 01-02: Pre Dive Checklist.
- RP ACOP 01-03: Diving Project Plan.

8. Annexes

- Annex A: Requirements for Diving Permit in RAK Ports.
- Annex B: Master Declaration Form (Doc. No. RP ACOP 01-01).
- Annex C: Pre Dive Checklist (Doc. No. RP ACOP 01-02).
- Annex D: Diving Project Plan (Doc. No. RP ACOP 01-03).

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Annex A: Requirements for Diving Permit in RAK Ports.

In order to conduct diving operations within RAK Ports, following documents shall be submitted to Safety department with copy to Port Control Tower 24 hrs prior to the scheduled diving operation;

- Copy of current dive contractor's trade licence (activity should include diving) as required by the Department of Transportation – Marine Department of Economic Development, in order to operate within the UAE.
- Workmen compensation insurance copy (with attached name of employees with their profession) and third-Party liability insurance copy.
- Copy of valid IMCA/ADCI or equivalent diving cards and certificates (All divers should hold valid IMCA/ADCI or equivalent diving cards and certificates in diving).
- Copy of valid IMCA/ADCI supervisor certificate (Dive supervisor should hold the originals during the diving operation).
- Appointment letter from diving company for the diving operation.
- Valid copy of professional and diving medical certification of all members of the team.
- Risk assessment and method statement including comprehensive dive plan [This should include the diver's roles and responsibilities (who will be the dive supervisor, who will be standby diver, first aider etc.), Emergency contact number, sequence of operation, safety procedures to be followed etc.]
- **Master Undertaken Statement** from the vessel from which diving is conducted.
- **Master Declaration Form** (Annex B) from Master of the vessel.
- Induction training card for all divers (If operating through Port).
- Duly filled **Pre Dive Checklist** (Annex C) and **Diving Project Plan** (Annex D). If company does not have its own dive plan format, they can use the template available in RAK Ports website - www.rakports.ae - in marine legislation section.
- Copies of last entry into divers personal logbook.
- Nominated dive first aid personnel.

After scrutinising the documents, Port H&S Department will issue a diving permit valid for 12 hrs. (Normal cases daytime only. Night diving have additional requirements).

Only emergency diving allowed in Saqr Port berth areas (Operational requirements like vessel unable to sail out due to some rope entangled in its propeller or rudder). Otherwise diving permitted only at Anchorage or at RMC.

Note:

1. *PADI divers are not allowed for diving operations.*
2. *Minimum 05 divers are needed for the diving operation, out of which 2 nos. should hold valid diving first aider certificates. Refer clause 5.2.6 of the ACOP for details on Dive Team.*
3. *For scientific specific diving of short duration, SCUBA diving may be allowed after approval from Harbour Master/HSEQM.*

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4. *For scientific diving, the requirement of minimum divers may be reduced to three (two divers in water and one rescue diver above water) after approval from Harbour Master/HSEQM).*
5. *For scientific diving operations, PADI divers can be allowed after reviewing the documents/procedures/dive plan and approval from Harbour Master/HSEQM.*

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Annex B: Master Declaration Form.

Master Declaration

The Master of M/V shall hereby guarantee that the following safety precautions will be strictly adhered to during diving operations which will be carried on the above mentioned vessel.

The Master, Chief Engineer or Chief Officer shall inform the Dive Supervisor before commencement of diving operations of the following activities:

1. Vessel secured at anchor/moored alongside the berth.
2. Main engine(s), turning gear, bow thrusters, propellers and steering gear are locked out and tagged out correctly in accordance with the vessels management system.
3. Cathodic protection system, Sonar, and echo sounder isolations are made and confirmed prior to commencement and on completion of diving.
4. All sea intakes and discharge overboard valves are secured with double valve protection and locked out/tagged out.
5. Ballasting/De ballasting operations: The start time of activity, which side of the vessel is being used, capacity of pumps and service pumps in use.
6. Programme of Bunkering operation intended for the vessel, this includes fuel, water barges and any commercial operation (supply vessel) whilst at anchor.
7. The Master, Chief Engineer or Chief Officer **MUST** inform the Dive Supervisor **IMMEDIATELY** when changes to the above mentioned activities are intended, **BEFORE** starting such activities.
8. Notification given to adjacent vessels of diving operation

The following safety precautions shall be taken at all times during the diving operation:

1. Internationally signalling code “Flag A” hoisted from the vessel and dive craft if used.
2. Environmental conditions (weather/tide forecast) are supplied to the dive supervisor.
3. Port “Diving Approved Code of Practice” is being adhered to.
4. “Divers at Work” notification as provided by the Dive Supervisor, **MUST** be displayed in the vessels control room and near the main engine control panel as well as near the starting air valves and gangway position.

Read & Understood

Date:

Master

Chief Engineer

Chief Officer

Dive Supervisor

.....

.....

.....

.....

Annex C: Pre Dive Checklist.

Pre-dive checklist

To be completed by the Diving Supervisor and handed to port staff prior to the diving operation

Part 1:

Diving company	<i>Enter text here.</i>		
Diving Supervisor	<i>Enter text here.</i>		
Telephone number	<i>Enter text here.</i>		
Client company	<i>Enter text here.</i>		
Location of dive:	<i>Enter text here.</i>		
Date & time from:	<i>Enter text here.</i>	To:	<i>Enter text here.</i>
Dive team details			
Name	Role	Name	Role
<i>Enter text here.</i>	Diver.	<i>Enter text here.</i>	Diver.
<i>Enter text here.</i>	Diver.	<i>Enter text here.</i>	Diver.
<i>Enter text here.</i>	Diver	<i>Enter text here.</i>	Standby Diver.
<i>Enter text here.</i>	Diver Tender	<i>Enter text here.</i>	Dive Tender
<i>Enter text here.</i>	Diver Medic	<i>Enter text here.</i>	Diver Medic
Divers listed above hold a valid logbook & Certification?		Yes	No
Isolation details			
Are Isolations Required (e.g. Locks, Sluices, Vessels etc.)		Yes	No
Isolation type (Mechanical, Electrical, Other)	Plant/Equipment to be isolated	Name of authorising person (Port/Local authority)	

Part 2:

This checklist is to be used by the authorising person and dive Supervisor to ensure compliance of the relevant section of RAK Ports' Diving Approved Code of Practice.

		Yes	No	N/A	
1	Contractor's liability insurance certificate				<i>Enter text here.</i>
2	Minimum number of divers as per RAMS				<i>Enter text here.</i>
3	Diving Supervisors letter of appointment				<i>Enter text here.</i>
4	Copies of divers' logbook entry				<i>Enter text here.</i>
5	Divers' diving medical certificates				<i>Enter text here.</i>
6	Diver competence certificates				<i>Enter text here.</i>
7	Divers' method of rescue identified				<i>Enter text here.</i>
8	Copy of diving contractors' logbook entry				<i>Enter text here.</i>
9	First aid qualifications (two of dive team)				<i>Enter text here.</i>
10	Risk Assessment				<i>Enter text here.</i>
11	Diving and emergency procedures				<i>Enter text here.</i>
12	Diving Project Plan				<i>Enter text here.</i>
13	Compliance with RAK Ports' Diving ACoP				<i>Enter text here.</i>
14	Diving Supervisor's Signature:	<i>Enter text here.</i>			
15	Diving Supervisor's name	<i>Enter text here.</i>			
16	Date:	<i>Enter text here.</i>			

RAMS (Risk Assessment and Methods Statement)

Divers appointed?		Yes		No	
Signed <i>(authorised person)</i>		Job title		<i>Enter text here.</i>	
Name (Print)	<i>Enter text here.</i>	Date / time		<i>Enter text here.</i>	
Forwarded to appropriate parties		Yes		No	

Appropriate parties will include (where relevant), Engineering department, Health & Safety department, Marine department, Ports Operations team, Tenants and Vessel Masters.

Compliance whilst diving is being conducted				
Compliance monitoring	Yes		No	
Completion of daily logs?	Yes		No	
Completion of diving operation record by dive Contractor?	Yes		No	
Flag "A" hoisted?	Yes		No	
Emergency arrangements in place?	Yes		No	
Isolation(s) remain in place?	Yes		No	
Exclusion zone intact?	Yes		No	
Vessel movements briefed daily?	Yes		No	

Annex D: Diving Project Plan.

Diving Project Plan

This document is a sample document required if diving contractor does not provide suitable documentation.

Date:		Time:		Location:		Depth:	
Nearest medical facility to dive site:							
Location:		<i>Enter text here</i>					
Tel No:		<i>Enter text here</i>					
Transportation method & distance:		<i>Enter text here</i>					
Nearest recompression treatment facility to dive site:							
Location:		<i>Enter text here</i>					
Tel No:		<i>Enter text here</i>					
Transportation method & Distance:		<i>Enter text here</i>					
Emergency contact numbers:							
Medical		<i>Enter text here</i>					
Police		<i>Enter text here</i>					
Civil Defence		<i>Enter text here</i>					
Method of dive:							
Type of dive		Tasks/Activity			Diving equipment		
Y/N	Vessel	Y/N	Manual cleaning		Y/N	30M Surface supply	
		Y/N	Harvesting		Y/N	50m Surface supply	
		Y/N	Inspection		Y/N	Chamber entry	
Y/N	Shore	Y/N	Sampling				
		Y/N	Hot Work/Cutting		Y/N	Scuba set	
Dive team:							
No	Designation	Name			Depth certification		
1.	<i>Dive Supervisor</i>	<i>Enter text here</i>			<i>Enter text here</i>		
2.	<i>Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
2.	<i>Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
4.	<i>Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
5.	<i>Standby Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
6.	<i>Standby Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
7.	<i>Standby Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
8.	<i>Standby Diver</i>	<i>Enter text here</i>			<i>Enter text here</i>		
9.	<i>Dive Tender</i>	<i>Enter text here</i>			<i>Enter text here</i>		

10.	Dive Tender / Dive Medic	<i>Enter text here</i>		<i>Enter text here</i>	
Hazards:					
1.	<i>Cold Water</i>	2.	<i>Currents</i>	3.	<i>Low visibility</i>
4.	<i>Weather conditions</i>	5.	<i>Hot work</i>	6.	<i>Isolations</i>
7.		8.		9.	
Precautions taken:					
1.	<i>Enter text here</i>				
2.	<i>Enter text here</i>				
3.	<i>Enter text here</i>				
4.	<i>Enter text here</i>				
5.	<i>Enter text here</i>				
6.	<i>Enter text here</i>				
7.	<i>Enter text here</i>				
8.	<i>Enter text here</i>				
9.	<i>Enter text here</i>				
Dive plan:					
Monitoring: <i>Enter text here</i>					
Pre dive: <i>Enter text here</i>					
Dive platform: <i>Enter text here</i>					
Dive safety: <i>Enter text here</i>					
Dive approval:					
Signed: (authorised person)		Print Name:	<i>Enter text here</i>	Date:	<i>Enter text here</i>