



# FORTH PORTS LIMITED

## Diving Permit to Work

### Part 1

To Diving Supervisor:			
Employed by:			
<b>The Port of :</b>		<b>hereby grants permission to dive at the following location:</b>	
<b>The dive exclusion zone limits are between:</b>		<b>and</b>	
From	(time)	To	(time)
		On	(date)

- a) Is additional isolation certificate(s) required (Yes / No)  
If yes are the appropriate isolation(s) in place (Yes / No)
- b) Communication between Harbourmaster and Diving Supervisor will be effected as follows:-
- |                           |           |                    |                              |
|---------------------------|-----------|--------------------|------------------------------|
| Leith Harbourmaster       | VHF Ch 12 | Tel: 0131 555 8871 |                              |
| Grangemouth Harbourmaster | VHF Ch 14 | Tel: 01324 498584  | Delete any if not applicable |
| FTNS                      | VHF Ch 71 | Tel: 01324 498584  |                              |
| Dundee Harbourmaster      | VHF Ch 12 | Tel: 01382 878141  |                              |
| Coastguard                | VHF Ch 16 | Tel: 01333 450666  |                              |
- Other communications:
- c) All vessels within the dive exclusion zone have been informed that diving is taking place and that they must not manoeuvre or turn their propellers within the time stated. No shipping will be allowed to approach the dive exclusion zone described above.

Signed:	Duty Harbourmaster
Name (Print):	
Date / Time: /	

### Part 2 **DECLARATION BY DIVING SUPERVISOR**

The Diving Supervisor is required to confirm full compliance with the **Diving Operations at Work Regulations (1997)** and subsequent amendments, in the following respects:

- a) Proof of the Diving Contractor's registration with the HSE is available for inspection.
- b) The diving team consists of the minimum requirement as specified by current legislation. Names of the team members are available.
- c) Divers are in possession of the following:
  - 1) Diver Training Certificate issued under Reg. 10
  - 2) Diving First Aid Certificate issued under Reg. 10A
  - 3) A certificate of medical fitness to dive issued under Reg. 11.
- d) Procedures are in place for summoning assistance in an emergency.
- e) Effective means of communication between the diving location and Harbour Office / FNS are in place.
- f) A full Risk Assessment has been carried out and sighted by a Port Official.

**I declare that the foregoing requirements have all been satisfied. I have read and fully understood the conditions of this diving permit and will not operate outside the stated limitations of place and time.**

Signed:	(Diving Supervisor)
Name (Print):	
Date / Time: /	



# FORTH PORTS LIMITED

## Diving Permit to Work

### **Part 3(a) (Temporary Suspension)**

I declare that all diving operations have ceased, and that the Diving Team is clear of the water.

Signed	Diving Supervisor
Name	(Print)
Date / Time	/

I declare that this Diving Permit to Work is hereby suspended from : Date \_\_\_\_\_

Signed	Duty Harbourmaster
Name	(Print)
Date / Time	/

I declare that this Diving Permit to Work is hereby resumed from : Date \_\_\_\_\_

Signed	Duty Harbourmaster
Name	(Print)
Date / Time	/

### **Part 3(b) (Temporary Suspension)**

I declare that all diving operations have ceased, and that the Diving Team is clear of the water.

Signed	Diving Supervisor
Name (Print):	
Date / Time	/

I declare that this Diving Permit to Work is hereby suspended from : Date \_\_\_\_\_

Signed	Duty Harbourmaster
Name (Print):	
Date / Time	/

I declare that this Diving Permit to Work is hereby resumed from : Date \_\_\_\_\_

Signed	Duty Harbourmaster
Name (Print):	
Date / Time	/

### **Part 3(c) (Temporary Suspension)**

I declare that all diving operations have ceased, and that the Diving Team is clear of the water.

Signed	Diving Supervisor
Name (Print):	
Date / Time	/

I declare that this Diving Permit to Work is hereby suspended from : Date \_\_\_\_\_

Signed	Duty Harbourmaster
Name (Print):	
Date / Time	/

I declare that this Diving Permit to Work is hereby resumed from : Date \_\_\_\_\_

Signed	Duty Harbourmaster
Name (Print):	
Date / Time	/

### **Part 4 (Permanent Withdrawal)**

I declare that all diving operations have ceased, and that the Diving Team is clear of the water.

Signed	Diving Supervisor
Name (Print):	
Date / Time	/

I declare that this Diving Permit to Work is hereby withdrawn

Signed	Duty Harbourmaster
Name (Print):	
Date / Time	/

## Forth Ports Diving Permit Audit Checklist

This checklist is to be used by Forth Ports to monitor the compliance of the diving contractor.

<b>The Port of :</b>			
<b>The dive exclusion zone limits are between:</b>	<b>and</b>		
From	(time)	To	(time) On (date)

		Yes	No	N/A	Comments
1	HSE Registration certificate / letter produced				
2	Contractor's Employer's Liability Insurance certificate produced				
3	Four divers, minimum, per team				
4	Diving Supervisor's letter of appointment				
5	Divers' logbooks produced (minimum 2)				
6	Divers' Medical Certificates produced (minimum 2)				
7	Divers' competence certificates produced (minimum 2) Note: BSAC or PADI certificates are <u>not</u> acceptable				
8	Diving Contractor's log produced				
9	First Aid qualifications produced for at least 2 divers				
10	All vessels in immediate area notified				
11	Method of communication agreed				
12	Risk Assessment produced				
13	Diving procedures, including emergencies, produced				
14	Project Plan sighted				
15	Status board showing diving operations displayed at Harbour Office / FTNS				
16	Confirm equipment isolated				
17	Compliance with Diving Operations at Work regulations (1997)				
18	Diving Contractor's name:				
19	Diving Contractor's Address:				
20	Diving Supervisor's Signature:				