

# Diving Operations Standard



Assigned by Assistant/Duty Harbour Master.  
Date/Location e.g. 230815/Leith Locks

## Dive Permit

(To Be Completed by the Dive Supervisor)

Permit No.

Diving Supervisor		Diving Supervisor Contact Tel. No.	
Location/Vessel		Activity	
Date/Time From		Date/Time To	
Exclusion Zone requested	YES	Extent of exclusion zone	NO

Communication between the Dive Supervisor and the Responsible Marine Person will be carried out via:

Port	VHF Channel/Callsign	Telephone Number
Leith	12 - Leith Harbour	01324 49 8584
Grangemouth	14 - Grangemouth Locks	01324 49 8584
Dundee & Tay Estuary	12 - Dundee Harbour	01324 49 8584
Forth Estuary, Rosyth, Burntisland, Kirkcaldy or Methil	71- Forth Navigation (FTNS)	01324 49 8584
Tilbury	4 – Tilbury Control	01375 852 456
Other (Specify Dive Contractor Call-sign)		
Divers must report by VHF on the appropriate VTS or Harbour Channel when entering & leaving water	YES	NO N/A
The diving operation shall be carried out in accordance with the Diving at Work Regulations 1997 and subsequent amendments and the appropriate Approved Code of Practice.		
International signal flag 'A' shall be exhibited in order to warn shipping of the presence of divers.		
Are Isolations Required (e.g. Locks, Sluices, Vessels etc.)? If yes		
<b>Hazards</b>	<b>Plant / Equipment to be isolated</b>	<b>Person to confirm isolation is complete (Name, Position, Company)</b>

I declare that the foregoing requirements have been satisfied, and I have read and understood the conditions above.

Dive Supervisor (Signature)	Date
Name (Print)	

Upon completion of a diving operation, an email must be sent to [diving@forthports.co.uk](mailto:diving@forthports.co.uk) (Scottish Operations) or [diving@potll.com](mailto:diving@potll.com) (Tilbury) to have the Dive Permit permanently withdrawn.

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Have any additional hazards been identified?	Yes		No		
Are any additional isolations required?	Yes		No		
<b>Additional Hazards</b>	<b>Plant / Equipment to be isolated</b>		<b>Person to confirm isolation is complete (Name, Position, Company)</b>		
Notice to Mariners required	Yes		No		
Signed (Responsible Marine Person)					
Name (print)			Date / Time		
Navigational Clearance Approved	Yes		No		
Signed - Assistant Harbour Master / Duty Harbour Master (Tilbury)					
Name (Print)			Date / Time		
Forwarded to Appropriate Parties	Yes		No		

## Commencement of Diving

Dive supervisor has confirmed via VHF or telephone that communications and isolations to complete the dive safely are established and that diving operations have commenced Signed - Assistant Harbour Master/ Duty Harbour Master (Tilbury):		Date / Time	
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Time	Action (diver withdrawn / dive suspended / divers in water / complete)

Time	Action (diver withdrawn / dive suspended / divers in water / complete)

**Permanent Withdrawal**

I declare that the diving supervisor has reported by telephone or VHF that diving operations have ceased, and that the Diving Team are clear of the water.

Signed - Assistant Harbour Master / Duty Harbour Master (Tilbury)	
Name (Print)	
Date / Time	

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Amendments

Rev No.	Rev Date	Amendment
4	08/08/2024	Appointment of Divers form and Dive Permit have been combined.
5	17/11/2025	Appointment of Divers form and Dive Permit have been split.

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