

Diving Operations Standard



Permission to Dive

Form Number (office use only) Date/Location eg 230815/Leith Locks

(To Be Completed by the Dive Supervisor)

Form should be submitted to diving@forthports.co.uk (Scotland) or diving@potll.com (Tilbury) at least 2 working days before the operation is due to commence. This Permission to Dive is not a Dive Permit, please also follow the requirements of your own safety management system.

Diving Company					
Diving Supervisor			Diving Supervisor Contact Telephone No.		
Contracting Company			Contracting Company Tel. No.		
Location/Vessel			Activity		
Date/Time From			To		
Exclusion Zone requested	YES	<input type="checkbox"/>	Size of exclusion zone	<input type="checkbox"/>	NO

Communication between the Dive Supervisor and the Duty / Assistant Harbourmaster 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
Is this diving operation being undertaken by an Emergency Service or Military Force?			
If "Yes", go to Section Military Force/Emergency Service Diving Operation (Page 2)			
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 to warn shipping of the presence of divers.			
Confirm Primary and Secondary access/egress arrangements	Primary Access/Egress		
	Secondary Access/Egress		
Have the documents below been submitted along with this form:			
- Dive project plan			
- Employers indemnity Insurance - Expiry Date			
- Dive supervisor letter of appointment.			
Are Isolations Required (e.g. Locks, Sluices, Vessels etc.)? If yes			
Confirm supervisor and all diving team have read and understood Forth Ports diving information pack for the port where operation will be located.			
Hazards	Plant / Equipment to be isolated	Person to confirm isolation is complete (Name, Position, Company)	

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I declare that the foregoing requirements have been satisfied and I have read and understood the conditions above.
 Upon completion of a diving operation, an email must be sent to diving@forthports.co.uk (Scottish Operations) or diving@potll.com (Tilbury) to have the Permission to Dive permanently withdrawn.

Dive Supervisor (Signature)		Date	
Name (Print)			

Military Force/Emergency Service Diving Operation		
Confirm the purpose of the planned diving operation?		
Confirm arrangements for the effective management of the diving operation		
Additional Hazards	Plant / Equipment to be isolated	Person to confirm isolation is complete (Name, Position, Company)
Confirm all relevant planning documentation related to the diving operation (e.g. Operating Procedure, Risk Assessment)		

For Official Forth Ports Use Only

Have any additional hazards been identified?	Yes		No		
Are any additional isolations required?	Yes		No		
Additional Hazards	Plant / Equipment to be isolated		Person to confirm isolation is complete (Name, Position, Company)		
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		

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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 email 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
0	05/06/2024	Permission to Dive form created to draft format.
1	08/08/2024	Launch of Permission to Dive Form
2	17/11/2025	Changed format in accordance with new document management procedure. Permission to Dive Part C removed.

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