**Key:**

**✓** =  **adequate × = NOT adequate**

*Please be aware that Health and Safety documentation is to be sent by the provider to the University of Essex for each diving trip.*

The checklist is a brief summary of arrangements and confirmation required to be provided to the University of Essex before a trip takes place. It is recognised that not all elements can be covered in any initial response and some follow up actions may be identified. Follow up actions will need to be checked when the trip begins and these will need to be actioned and recorded in coordination with the participant(s). This checklist is not intended to be a risk assessment or expedition plan, those documents must be available in addition to this checklist.

NOTE: The checklist covers issues related to open circuit SCUBA diving only.

Commentary in green text has been provided as guidance in the tables below – please complete answers to replace all green commentary or remove the text where it is not relevant to the proposed project.

|  |  |  |  |
| --- | --- | --- | --- |
| **This section is to be completed by University of Essex prior to submission to the provider.** | | | |
| **Description of diving project** | **e.g. type of expedition, department(s) involved, participants (students: UG / PGR, supervision, module / research. Indication of how time will be spent – incorporating any training and proportion allied to other project work** | **Subcontractor** |  |
| **Site location** |  |
|  |  |
| **Start date** |  | **End date** |  |
| **Expedition Leader** |  | **Sign and date** |  |
| **Dive Officer** |  | **Sign and date** |  |
| **Diving Subgroup** |  | **Sign and date** |  |
| **Head of Department** |  | **Sign and date** |  |
| **This University of Essex checklist is to be sent to all 3rd party suppliers for diving projects provided to students. The Placements team will send it in advance of any potential trip bookings. Sufficient time must be allowed for completion, return and evaluation of the checklist responses prior to bookings being made.**  **Once completed by the 3rd party supplier the checklist must be returned to the University Placement team directly. The checklist is to be evaluated by the student’s Supervisor with support from the University of Essex Diving Group.** | | | |

|  |
| --- |
| **This section is to be completed by the provider of diving projects to University of Essex.** |

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**Diving conditions**

| **Checklist** | **Arrangements in place** | **Follow up** | **Date** | **✓**/**×** |
| --- | --- | --- | --- | --- |
| Topography and depth of water | e.g. type of reef, variations in depth, distance from shore, coastline features, |  |  |  |
| Currents and tide | e.g. impact of prevailing wind, weather, drift tendency and/or protected features, tidal range, likelihood of being swept out to sea. |  |  |  |
| Typical weather, air and water temp | e.g. seasonal expectations, experience in recent seasons |  |  |  |
| Fishing and boating activity |  |  |  |  |
| Additional | e.g. training platforms |  |  |  |
| Hazardous marine life | e.g. urchins, jellyfish, fireworms, morays |  |  |  |
| Distance from shore | e.g. anticipated that divers will be taken around coastline or to islets? Travel time / distance |  |  |  |
| Local flora / fauna | e.g. species anticipated to be encountered. Reference material available to facilitate research (books / on-line resources). |  |  |  |
| Other | e.g. status of drinking water (rainwater) and its availability, availability of electrical sockets and socket types, availability of wifi (password availability etc.) |  |  |  |

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**In country regulations**

| **Checklist** |  | **Checked by** | **Date** | **✓**/**×** |
| --- | --- | --- | --- | --- |
| Permits and licenses | e.g., permit to dive within the country for research/education, permit to dive in nature reserves, license to conduct research/collect samples/remove samples from country/publish data, etc |  |  |  |
| Regulators (servicing organisation and frequency) | e.g. frequency of servicing for the regulators to be used. What is included in each periodic service? |  |  |  |
| Bouyancy Control Device BCD - servicing organisation and frequency | e.g. frequency of servicing for the devices to be used. What is included in each periodic service? |  |  |  |
| Cylinders (serviced by and frequency) | e.g. frequency of servicing. What is included in each periodic service? |  |  |  |
| Transportation of cylinders |  |  |  |  |
| Compressor (servicing organisation and frequency) | e.g. frequency of servicing. What is included in each periodic service? |  |  |  |
| License and inspection requirement for dive boats | e.g. vessel registration required for the boats used |  |  |  |
| License requirements for skippers | e.g. at least one person on the vessel with valid Navigational and VHF licences issued by Port Authorities. |  |  |  |
| License and inspection requirements for cars | e.g. local regulations and frequency of checks for vehicles |  |  |  |
| License requirements for drivers | e.g. local regulations and frequency of checks for drivers. |  |  |  |
| Insurance requirements for cars and boats | e.g. Insurance policies and coverage (value) for vehicles and boats. |  |  |  |

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**Diving equipment and Certifications**

| **Checklist** |  | **Checked by** | **Date** | **✓**/**×** |
| --- | --- | --- | --- | --- |
| Included equipment (rental) | Provide relevant details for:  e.g.  BCD Regulators  Fins  Quantity of equipment items (sets)  Wetsuits  Surface Marker Buoys (SMB)  Weights |  |  |  |
| Insurance/compensation for rental equipment against breakage and loss | Please provide policy or describe liability arrangements. |  |  |  |
| Equipment required to bring | e.g. Thermal protection: Gloves, hood, boots; Mask; Computer; SMB (surface deployed) |  |  |  |
| Recommended thermal protection | e.g. as seasonally dependant - Double 5-7mm, 7mm semidry or dry suit with gloves, hood and boots |  |  |  |
| Survey equipment available | e.g. access to items with size details and the quantities of for each:  ROV – type and accessories  Aquarium-like containers  Quadrats  Transect tapes  Sekki discs  Plankton nets  Water sampler  Callipers  Torches  Slates/pencils  Temperature loggers  Microscopes |  |  |  |
| Rental equipment meets in country servicing requirements | Detail in country requirement and how these are met. |  |  |  |
| Cylinder meet in country servicing requirements | Detail in country servicing e.g.:  Steel 12l dumpy DIN. *Inserts available.*  Hydrostatic test *every 5 years*  Visual inspection *every 2.5 years*  Cylinder inspection by: *named commercial organisation.*  Age of cylinders and *evidence of completed inspections*. |  |  |  |
| Compressor meets in country servicing requirements | Detail in country requirement and how met e.g.  Main compressor: S/N *0012345 2019* (*xx hours*)  Backup: *Bauer 70 PE250* (*xxx hours*) |  |  |  |
| Compressor air tests – regular and/or on request? What type? | Detail regular air checks and type of test. |  |  |  |
| Personal equipment meets UK servicing and manufacturing standards | Requirements for personal equipment to be accepted for use. |  |  |  |
| Logistics of getting dive equipment and spares in country | Details for how spares are sourced and time taken to receive. |  |  |  |
| Transport | Details of boat(s) / RIBs;  For each boat / RIB:  Number of divers  dive staff;  skipper(s) |  |  |  |
| License of boat and skipper meet in country regulations | Confirmation required |  |  |  |
| Diving instructor and dive master certification and insurance | Confirmation required including for any ‘volunteers’ |  |  |  |

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**Diving operations**

| **Checklist** |  | **Checked by** | **Date** | **✓**/**×** |
| --- | --- | --- | --- | --- |
| Management of operations | Provide details of staffing: Site Manager, dive instructors, dive masters and ratios. Availability of guides and any scientists not included in ratios. |  |  |  |
| Certifying agency (PADI, SSI, BSAC) |  |  |  |  |
| Preparation area and rinse tanks | Confirm availability of rinse tanks and arrangements in place for disinfection. Confirm equipment dedicated to minimise sharing? |  |  |  |
| Is there adequate, safe and secure storage of air tanks and other breathing apparatus equipment? | e.g. wet suit hangers availability, security for the location. How will compressors and tanks be housed? |  |  |  |
| Changing rooms | e.g. provision of external showers |  |  |  |
| Toilets / showers at dive centre | Provide details |  |  |  |
| Is dive school base sufficiently close to water’s edge or dive site to be able to provide suitable support if necessary? | Provide details |  |  |  |
| Are weather checks undertaken before dive boat leaves for dive site, with updates from shore if necessary? | Provide details |  |  |  |
| Details for transfer vehicles in use | Provide details of  condition of vehicle  enclosed accommodation?  seat belts for all seats? |  |  |  |
| Getting to the dive site | Provide details of arrangements in place. |  |  |  |
| Are dive sites well away from busy areas such as shipping lanes and jet-ski areas? | Provide details |  |  |  |
| Locating dive site | Provide details of arrangements in place e.g. use of shot line and buoy. |  |  |  |
| Getting in and out of the water | Provide details of arrangements in place e.g. shore dive entry / exit (footwear required); boat / RIB exit and entry |  |  |  |
| Does the dive boat have enough life jackets to match or exceed the headcount, and are these all within easy reach? | Provide confirmation and details. |  |  |  |
| Checks in place for cumulative time underwater not to exceed recommendations / logbook requirements. | Provide details of arrangements in place. |  |  |  |
| Emergency procedures during operations (recall, shore alert).  Is there an open communication channel between dive boat and dive school base? (e.g. not reliant on mobile phones) | Provide details of arrangements in place. |  |  |  |
| Medical equipment carried on operations (including O2) | Provide details of arrangements in place. |  |  |  |
| Dive guides and instructors (qualifications, experience, ratios)  Are there adequate checks that that divers’ qualifications and/or experience meet or exceed maximum dive depth, dive length or difficulty level? | Provide details e.g.  Qualified open water 6:1 with DM  Instruction 4:1 with instructor; 8:1 with  instructor and DM  Max depth 18m  Max time 50 mins  5 minute safety stop at 5m |  |  |  |
| Do arrangements include guest workers / those working temporarily as DM/instructors? | Provide details of all arrangements in place including insurance coverage. |  |  |  |
| Locator equipment required (DSMB, EPERB, surface marker) – guides/divers/students | Provide details of arrangements in place. |  |  |  |
| Liability insurance and dive insurance (dive centre) | Provide all current details. |  |  |  |
| Minimum qualifications for divers not in training | e.g. PADI Open Water or equivalent  Dry suit if wearing one |  |  |  |
| Altitude change in transfers | Provide details. |  |  |  |

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**Emergency and First Aid**

| **Checklist** |  | **Checked by** | **Date** | **✓**/**×** |
| --- | --- | --- | --- | --- |
| Does the emergency contact on shore hold a log of all departure times, numbers on board, dive site location/s and expected time of return? | Provide details of all arrangements in place e.g. national search and rescue coverage, and contact channels. |  |  |  |
| O2 kit (service and check schedule) | e.g. 4 kits (3x3L, 1x5L)  - a kit is on each boat, 2 on shore.  Frequency of checks e.g., weekly on degas day |  |  |  |
| O2 refills availability | e.g. number and type of cylinders on site. |  |  |  |
| Decompression chamber access | Provide all details including contact information and distance / facility type e.g. hyperbaric decompression chamber – mobile / baromedicine facilities. Confirm will be open and available during expedition. |  |  |  |
| Time from base to nearest decompression chamber? | Provide details. |  |  |  |
| Hospital  Maximum transfer time from boat to nearest hospital? | Provide details including address, opening hours and contact details. |  |  |  |
| Transfer time to hospital (non-decompression related illness - DCS) | Provide details including address, opening hours and contact details. |  |  |  |
| Medical facilities onsite | Provide details of availability and resources. |  |  |  |
| Medical personnel onsite (doctors, first aiders) and DCS training | Provide details of availability incl. on site during diving expeditions. |  |  |  |
| Historical incident log available? | Provide details of who can provide this on request |  |  |  |
| Incident log used (by who) | Provide details and confirm how information shared during and post expedition. |  |  |  |