**Port of Milford Haven**

**REQUEST TO CONDUCT COMMERCIAL DIVING OPERATIONS :**

**“DIVE NOTIFICATION”**

**Note: Requests should be made 10 working days prior to date of the scheduled dive.**

|  |  |  |
| --- | --- | --- |
| **Date & Time of Planned Diving Operations** | **From:**  | **To:**  |
| **Respective Tides (date/time)** | **HW:**  | **LW:**  |
| **Intended Location of Dive:**  |
|  |

|  |
| --- |
| **Diving Contractor:** |
|  |
| **Email:**  |
| **Tel No: Mobile No:**  |

|  |
| --- |
| **Client:** |
| **Diving Supervisor's Name:** |
| **Diving Team (Name/ HSE Cert No./ Med. Cert. Expiry Date):** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Support Vessel (if any):**  | **VHF Call Sign:**  |
| **Diving Onsite Tel. No.:**  | **Diving VHF Call Sign (if any):**  |
| **Maximum Depth of Intended Dive:**  |

 **CHECKLIST**

|  |
| --- |
|  **Following documents to be prepared and retained by Dive Supervisor on site:** |
| **a) Diving Operation Record: YES** |
| **b) Diver’s Daily Record Log: YES** |
| **Following documents to be prepared and submitted with ‘Dive Notification’ to Port:** |
| **1. Risk Assessment** **submitted:**  | **YES / NO** | ***MHPA received:*** |  ***YES / NO*** |
| **2. Diving Project Plan submitted:** | **YES / NO** | ***MHPA received:*** |  ***YES / NO*** |
| **Known Hazards: (shipping movements, tidal currents, etc.)** |

|  |  |  |
| --- | --- | --- |
| **Availability of Compression Chamber (time to reach):**  | **2 Hrs** |  **Air** |
| **Confirmation plant and equipment checked by a competent person, employed by the contractor before commencement of diving operations:**  | **YES**  |
| **Flag 'A' to be displayed:**  | **YES**  |
| **Communication System to the Diver from the Surface Team:**  | **YES**  |
| **Type of Dive Equipment:** |  |
| ***MHPA Office Use only*** |
| **Dive Notification available in Port Control:** | **YES / NO** | **Notice to Mariners Issued:** | **YES / NO** |
|  |

**GENERAL CONDITIONS AND PRECAUTIONS TO BE OBSERVED**

**‘CLEARANCE TO DIVE’ shall only be given on the basis that the following terms are met-**

1. Milford Haven Port Authority General Direction 34.2: No person or persons shall dive commercially within the Haven without the prior consent of the Harbourmaster (or Duty Harbourmaster).
2. Diving shall be in accordance with the Diving at Work Regulations 1997. All contractors must forward to MHPA a copy of their HSE Acknowledgement of Notice of Particulars of a Diving Contractor.
3. Diving Contractors must also forward to MHPA, a copy of their current valid Combined Employer’s Public and Liability Insurance cover note.
4. At all times during the operation the appropriate lights and shapes will be clearly displayed by the Vessel engaged in the operation, chiefly a rigid replica of the International Code Flag ‘Alpha’, which should be appropriately illuminated at night.
5. The diving team to be structured as per HSE Regulations (If SURFACE SUPPLIED the team will consist of at least **five** persons, namely: **a Supervisor, a working diver, a standby diver, a tender for the working diver and a tender for the standby diver.**)
6. The Diving Supervisor shall inform Port Control on VHF Channel 12 immediately before a diver enters the water and on suspension/completion of diving operations.
7. The Diving Supervisor will comply with all instructions issued by the Duty Harbour Master and Port Control.
8. The Diving Supervisor will monitor **VHF Channel 12** at all times.
9. All relevant information (including hazards and controls) must be communicated to all personnel involved.
10. Other persons involved in the operations that could be affected by the task, or could affect the task, must be made aware of what work is underway and vice versa.
11. No divers to be in the water within 20 minutes of any expected close passing commercial shipping traffic.

SIGNED BY DIVING SUPERVISOR: DATE:

REVIEWED BY DUTY HARBOUR MASTER: DATE: