



# ***ASSOCIATED BRITISH PORTS***

## ***PORT DIVING INFORMATION PLAN AUGUST 2009***

***THIS DOCUMENT SATISFIES THE REQUIREMENT OF  
NOTE 7 ON THE ASSOCIATED BRITISH PORTS  
REQUEST FOR PERMISSION TO DIVE ISSUED JULY  
2001***

***THIS DOCUMENT MAY ALSO BE VIEWED AND  
DOWNLOADED FROM THE SEVERN VTS WEBSITE***

**[www.severnvts.co.uk](http://www.severnvts.co.uk)**

# **ABP ASSOCIATED BRITISH PORTS**

## ***Guidance for those undertaking Diving Operations within the Port Limits of Associated British Ports' ports of Newport, Cardiff, Barry, Swansea and Port Talbot.***

### **1. Diving Contractors**

#### **i) Employed by ABP:**

Diving Contractors employed by Associated British Ports to undertake diving operations within the defined port limits of the Ports of Newport, Cardiff, Barry, Swansea and Port Talbot will be required to obtain a Permission to Dive from an Authorised Person in the Harbour Master's Department and a Permit to Dive from an Authorised Person at the port at which the diving operation is to take place.

#### **ii) Employed by anyone other than ABP**

Diving Contractors employed by anyone other than Associated British Ports must obtain a Permission to Dive from an Authorised Person in the Harbour Master's Department.

It is the responsibility of the company or person hiring the diving contractors to ascertain their competence for the work involved and to control and monitor their activities.

#### **iii) Standards**

The Diving Contractor **MUST** operate to acceptable standards, which shall be at least to the standard contained in

- **ABP – “Standard Operating Procedures for Contractors” (Copy available on the ABP Intranet), and**
- **The Diving at Work Regulations 1997 (Appendix C) (Copy available at Severn VTS), and**
- **Approved Code of Practice Commercial Diving Projects Inland/Inshore. (Copy available at Severn VTS)**

# PORT DIVING INFORMATION PLAN

## 2. Application for Permit to Dive

Before being issued with a Permit to Dive, a Diving Contractor **must** provide the following information.

- HSE Registration Number
- HSE Diving Certificate numbers for the diving team
- Medical Certificate expiry dates for the diving team
- Location of the project records
- Copy of the diving project plan and associated risk assessments.
- Copy of an applicable emergency plan.
- Proof of Valid and sufficient insurance in respect of work to be undertaken
- Equipment maintenance records
- Certificates of Test for equipment being used
- Applicable certificates or licences for any diving support vessel to be used

## 3. Location of Underwater hazards in the port limits

The locations of underwater hazards in each port, which are known to Associated British Ports, are detailed in the appendices to this diving plan.

## 4. Communication

### i) **Mobile telephone number**

Diving Contractors **must** provide ABP with a contact telephone number which can be used **at all times** to communicate with the Diving Supervisor of the diving team.

### ii) **VHF**

Diving support vessels **must** monitor the nominated VHF Channel and advise Associated British Ports Marine Control before commencing and on completion of diving operations.

## 5. Temporary Suspension and Completion of Diving Operations.

Diving Contractors must ensure that an Authorised Person in ABP is informed when diving operations have been temporary suspended and again when diving operations have been completed.

## PORT DIVING INFORMATION PLAN

### **6. Diving Operations Carried Out By Major Contractors**

For major contractors operating in an area handed over to them for the duration of the contracted works, the issuing of Diving Permits **shall** be the responsibility of the major contractor. Before a Permit to Dive is issued by the major contractor written Permission to Dive **must** be obtained from ABP.

Permission to dive is **NOT** the same as a Permit to Work


### **7. Permission to Dive**

Application for Permission to Dive can be made by:

- a) Completing the Permission to Dive form in person at the applicable Pierhead.
- b) Completing the Permission to Dive form in person at Severn VTS
- c) Forwarding a completed Permission to Dive form to the applicable Pierhead by fax or email attachment.
- d) Forwarding a completed Permission to Dive form to Severn VTS by fax or email attachment.

# PORT DIVING INFORMATION PLAN

## Sample Request for Permission to Dive



**REQUEST FOR PERMISSION TO DIVE**

Request No.  
0250

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Location of Diving Operation \_\_\_\_\_ Vessel \_\_\_\_\_

Date of Diving Operation From \_\_\_\_\_ To \_\_\_\_\_

Diving Contractor \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. (to which form is to be returned) \_\_\_\_\_

Diving Supervisor's Name \_\_\_\_\_

Diving Site Tel. No. \_\_\_\_\_

Description of Work to be carried out \_\_\_\_\_

SAMPLE

Client \_\_\_\_\_

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**NOTE: NO DIVING OPERATIONS ARE TO BE CARRIED OUT PRIOR TO PERMISSION BEING GRANTED**  
**GENERAL CONDITIONS AND PRECAUTIONS TO BE OBSERVED** (Tick or as appropriate)

Diving operations shall be in accordance with the Diving at Work Regulations 1997 and the associated Approved Code of Practice.

At all times during the operation an "A" Flag shall be displayed.

The diving team shall consist of at least 4 persons, namely: Diving Supervisor, Diver, Standby Diver and Tender.

The Diving Supervisor shall inform the Harbour Master/Dock Master immediately before a diver enters the water and on suspension/completion of diving operations.

The Diving Supervisor will comply with all instructions issued by the Harbour Master.

The Diving Supervisor shall monitor VHF channel \_\_\_\_\_ at all times.

Do you have a copy of the Port diving information Plan/Rules No. \_\_\_\_\_?      Yes  No

Has a diving project plan been prepared and is there a copy on site?      Yes  No

Have steps been taken to eliminate hazards to divers from propellers, inlet, outlets, etc?      Yes  No

Declare that all the aforementioned requirements have been satisfied. Precautions have been taken and that safety arrangements will be maintained for the duration of the diving operation, and will not operate outside the stated area and time.

Signed by Diving Supervisor \_\_\_\_\_

Forward to: Harbour/Dock Master \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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**KNOWN VESSEL MOVEMENTS IN VICINITY OF DIVING OPERATIONS**

Vessel(s) \_\_\_\_\_ Time \_\_\_\_\_

Vessel(s) \_\_\_\_\_ Time \_\_\_\_\_

Vessel(s) \_\_\_\_\_ Time \_\_\_\_\_

Restrictions \_\_\_\_\_

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**FOR INTERNAL USE      DATE/TIME REQUEST RECEIVED**

Subject to the information stated in this request being and remaining complete and accurate, and to strict adherence to the general conditions and precautions specified above, permission granted.  _____ (ABP AUTHORISED PERSON)  Date _____ Time _____	Permission refused  _____ (ABP AUTHORISED PERSON)  Date _____ Time _____
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July 2001

