

Procedure for Approval of Diving Companies

1. PURPOSE:

Safe work environment is very essential for performing all kinds of diving operations. Thus to enable the safe and smooth operation, all companies involved in diving operations shall be pre-qualified and registered with EHS. Hence, all diving companies shall be registered with EHS department to carry out diving operations within Dubai World/ PCFC/ Trakhees jurisdiction and subsequently included in the EHS "Approved List of Diving companies".

2. SCOPE:

EHS Registration /Listing of Approved Companies for carrying out diving operations within Dubai World/ PCFC / Trakhees jurisdiction.

3. PROCEDURE:

3.1 Approval

3.1.1 Companies (for New Registration) and those intending to renew their EHS Approval shall be required to provide all details (as listed on 3.1.2) and submit the same in soft copy only (02 sets i.e. 02 CD) for review/comments and/or Approval to The Manager – Ports of EHS-Trakhees. Labeling on the CD (not on the CD Cover) should contain the information as per the attached Annexure-1 such as

Purpose of Submission;

Client Nam:

E-mail:

Facility Location: Emirates

Date of submission: EHS Ref (if any in previous)

Client letter Ref etc:

3.1.2 Following Documents are mandatory for submission as an initial supporting document

For New registration

- ◆ Company request letter
- ◆ Company profile
- ◆ Copy of trade license
- ◆ Copy of Insurance
- ◆ Company HSE manual for the work related activity
- ◆ Organizational chart with full contact details
- ◆ List of company appointed divers, copy of passport with valid visa
- ◆ Copy of Valid Medical examination certificate of divers issued by approved Diving Medical Physician

Note: EHS department specifies eligibility criteria for divers to be approved as EHS Approved diver. As a minimum eligibility criteria, the diver

- Should fulfill all conditions which are required to maintain the validity of his professional diver's certificate.
- Should hold a valid professional diver certificate by a recognized international diving school or by a government body regulating diving activity/ work.

- 3.1.3 EHS department will review of the submitted documents and based on the credibility of the documents, the certificate of approval for the diving company approval will be issued.
- 3.1.4 Company shall make arrangements for providing mandatory “**EHS Ship repair supervisor training**” for all their diving supervisors who are assigned responsibility to supervise the diving work within Dubai World/ PCFC/ Trakhees jurisdictional areas. Above training will be conducted by EHS department.
- 3.1.5 Upon satisfactory completion of 3.1.3 & 3.1.4, company will be enrolled in the EHS Approved diving company list and permitted to enter and work within Dubai World/ PCFC/ Trakhees jurisdiction areas. The companies should ensure that renewal/registration documents are sent to EHS well in advance of the expiry date of existing EHS approval.
- 3.1.6 After completing the approval phase, the diving company shall purchase the Diving Permit book (as per annexure 2) from EHS office and the same shall be used as the authorized work permit for carrying out diving activities within Dubai World/ PCFC/ Trakhees jurisdictional areas.

PAYMENTS:-

New Registration

Processing fee of **AED 1,500/-** for each New Application – payable by cash or cheque addressed to “**PCFC - Trakhees**” will be required to be paid as the fee for the certification, which will be valid for one year only (Starting from the date of approval).

Approval - Renewal

EHS Approval should be renewed annually upon payment of EHS Fee of **AED 1,500/-**.

Training for Diving Supervisors

All diving supervisors issuing work permit have undergo EHS training for ship repair supervisor.

Training fee of **AED 600/-** per person, certificate is valid for two years only

ATTACHMENTS:

- Template for CD document submittal.
- PMF-04a Safe Work Permit for Diving Operations

APPLICABLE REGULATIONS:

- EHS Requirements for safe diving operations

EHS Contacts:

- Mr. Nazeer Hussain, Manager Ports & Maritime, Tel: 04- 8811881 / 04- 8068820; Fax: 04- 8817023 / 04 - 8818857;
- Mr. Mohammed Rasiq Bilal, Sr. EHS Officer, Tel: 04-8811881 / 04- 8068809; Fax: 04- 8817023 / 04- 8818857;

All E-Mails to be submitted to ehs.ports@trakhees.ae

Annexure: - 1

EHS

CD Submittal Documents

Purpose of Submission:

Client:

Email:

Facility ID:

Emirates:

Date:

Our Ref (If Any):

Your Ref:

For office use only:

Date/Time: _____ Signature

Please attach the following information in a 'Word document' on the CD for our quick reference.
This info will be helpful for us in case the CD label is damaged or not readable.

EHS Document Submittals

Purpose of submission
Client
Email
Facility ID
Emirates
Date
Our Ref. (If Any)
Your Ref.

Annexure: - 2

SAFE WORK PERMIT FOR DIVING OPERATIONS

PERMIT NUMBER		DATE OF ISSUE	
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Date of Dive		Time of Dive		Expected Duration	
Port	Port - Jebel Ali / Rashid / Hamriya / Jadaf / Dubai Dry docks / Others (Specify)				
Dive					
Type of	Scientific []		Commercial []		Other []
Reason for Diving operations/work:					
Diving method planned:					

24 hour contact number		24 hour Contact Person	
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Diver's names and level of dive qualifications held:	Open Water	Commercial	Others (list)
1			
2			
3			
4			
5			

Name of company carrying out the diving			
Details of DPA-EHS Approval	Date of Approval		
Name of EHS trained Supervisor		Date of training	

CHECKLIST FOR PERMIT			
All items on Checklist to be checked, either YES, NO, or N/A	YES	NO	N/A
Safety talk/ tool box meeting conducted			
Is a Copy of Risk Assessment attached			
Diving checklist completed			
Will Diving work require Jetty closure			
FIRST AID EQUIPMENT			
Is there a comprehensive First Aid Kit available for the dive?			
DIVE MEDICALS, EQUIPMENT STATUS			
Do all divers, standby divers and dive supervisors have current medicals?			
Are the divers certified to carry out the assigned job			
Is all dive equipment serviceable and in current survey/certification?			
PRIOR TO COMMENCING			
Has an Emergency Evacuation Procedure been agreed?			
Is there an emergency contact procedure in the event that the dive team becomes			
Is there VHF radio contact between dive team and Port Control? (Channel 16, 69)			
Is there a procedure in place to regularly seek revised shipping times from Port control			
Has the Port Control been informed of the commencement of diving activities?			
Is INTERCO signal flag Alpha (A) ready to be clearly displayed at the dive site?			
ON COMPLETION OF TASK			
Has the Port Control been informed of the conclusion of diving activities?			

SPECIAL CONDITIONS

- Eg: No dives requiring decompression are to be undertaken

I have inspected the work site and have taken all required precautions and job site supervision needed for safe diving work.

Name & Signature of Performing	Name of company	Date	Time
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On completion of Work:

Job is stopped/ completed and men, material & machinery are withdrawn, cleaned the area and the permit may be cancelled.

Name & Signature of Performing Authority	Date	Time
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Remarks: (By Competent Authority)

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SAFE DIVING PERMIT REQUIREMENTS**(Ref: EHS Requirements for Safe diving operations)**

- “Performing Authority”- Supervisor or above level, who is a qualified, experienced, trained and competent person authorized by the PCFC/ Contractor to receive the work permit and undertake the safe execution of the job
- “Competent Authority”- Representatives from PCFC-Trakhees-EHS Department
- Diving Permits are valid only for the periods specified on the permit.
- Diving in PCFC-Trakhees Ports is regulated by the PCFC-Trakhees-EHS requirements for safe diving operations.
- All those involved in diving are reminded they must comply with all the provisions of the EHS/ DPA requirements for safe diving operations.
- Prior to commencement of any dive operation within PCFC-Trakhees/DPA ports limit, written permission must be obtained from the Harbour Master office
- Diving operations should not be undertaken in areas where it is strictly prohibited, please contact PCFC Ports Harbour master office for details of such prohibited dive area.
- Notwithstanding anything in these Terms and Conditions any person diving in the PCFC-Trakhees Ports limit shall immediately comply with any directions given by the PCFC-Trakhees-EHS- Harbour Master office.
- Diving Permits shall be issued by PCFC-Trakhees-EHS Approved diving companies only
- Diving companies involved in a hot work must possess insurance that provides public liability cover.
- If work involves hot work, gas free certificate should be obtained from EHS approved Survey Company.
- The dive craft shall be equipped with VHF radio and shall maintain a continuous watch on Port working channel. Whilst divers are in the water the International Code Flag “A” shall be exhibited.

13. This diving permit may be rescinded by the PCFC/ Trakhees/ EHS/ DPA Harbour Master without notice at any time.
14. Breach of these Terms and Conditions may result in the permit being withdrawn and/or cancelled.

A copy of the Diving Permit (if granted) together with the attached Terms and Conditions is to be made available and shall be brought to the attention of every person involved in a diving operation. It shall be kept on board a support boat and produced to the PCFC/ Trakhees/ EHS/ DPA Harbour Master or any of its staff on demand.