

## BRIEFING 003: Management of Diving Activities

### Outline

This briefing outlines the procedures and processes involved in organising, managing and reporting diving activities within the DT<sup>2</sup> Club.

### Air/Gas Filling

As the club does not own a compressor, gas filling will be arranged independently from club activities and managed by the gas supplier

### Boat Activities (Non-Diving)

As the club does not own a boat, boat activities will be arranged independently from club activities and managed by the boat supplier

### Club Diving Activities – Planning, Authorisation and Reporting

The following steps must be completed prior to any diving activities conducted:

1. **Dive Proposal Form (DB1)** submitted by any member of the club
2. **Dive Planning Form (DB2)** submitted by the organiser of the event to Diving Officer
3. *On approval, an appropriate Dive Manager will be selected for the event*
4. **Joining Instructions Form (DB3)** will be completed jointly by the organiser and/or the appointed dive manager and issued to those on the trip, including a completed risk assessment and names of those attending (min. 8 hours before the event)
5. Diving Officer/Sub DO will issue **Go or No-Go** for the event based on this document, so please ensure there is sufficient information including Tide and Weather conditions, management ratios and names of participants and any other specific information included in DB2/DB3
6. **Diving Activities** will be managed on-site by the approved Dive Manager, adhering to BSAC standards and code of practice for dive management - dive logging is essential
7. Following diving activities, Dive Managers and/or organiser should complete the **Diving Activities Report Form (DB4)** and submit ASAP to the Diving Officer
8. Within 14 days of diving activities a **Trip Report** (taking any format) should be presented for publication/promotion debriefing the club on the diving activities