Southern Ports

Diving and Waterside Activity Permit Form

Section 1: Work Summary

Purpose

Diving and Waterside Activity Permit Form must be completed and approved to obtain permission prior to commencement of diving and waterside activity at Southern Ports.

Permit Requestor

The *Permit Requestor* is to complete this section.

Company		Dive Vessel Name	
Company Contact Number		Dive Vessel ID	
Permit Requestor Name		Contact Number	
Position in Company		Application Date	
Company		Department	
Permit Requestor Number		Date of Activity	
Estimated Start Date and Time		Estimated End Date and Time	

Works

Location		Port	☐ Albany ☐ Bunbury ☐ Esperance
Berth or Jetty		Activity	☐ Diving ☐ Waterside Activity
Type of Waterside Activity	☐ Surveys ☐ Nav aid inspections ☐ Under Berth access by vessel ☐ Other		
Description of Activity			
Description of all workers involved			

Safe System of Work

The *Permit Requestor* is to submit safe system of work documents for the task, including any supporting documents such as rescue plans and traffic awareness plans, as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Rescue Plan ☐ Dive Plan ☐ Other (specify)

Section 2: Work Preparations

Preparation The following preparations must be made prior to commencing the works, as applicable.

#	Preparations	Yes	N/A
1.	The work group has a documented safe system of work for the activity, including work in the vicinity of ships, that will be made available for review by a *Southern Ports Representative* before works are conducted.	☐	☐
2.	The Diving Company has valid public liability insurance cover.	☐	☐
3.	Dive operations are being conducted under applicable Standards: a. Commercial AS/NZS 2299.1:2015 Occupational diving operations – Standard Occupational Practice b. Scientific AS/NZS 2299.2:2020 Occupational diving operations – Scientific diving c. Other (specify)	☐	☐
4.	Dive equipment is serviceable and certified current under relevant regulations.	☐	☐
5.	The dive vessel is in survey.	☐	☐
6.	Workers conducting the diving activity are suitably trained, qualified and competent and have completed an occupational diving medical (as per AS/NZS 2815.2:2013 Training and certification of occupational divers Surface supplied diving to 30 m) within the past 12 months.	☐	☐
7.	Emergency contact mobile number and radio channel monitoring is in place.	☐	☐
8.	Appropriate first aid trained people are available and first aid equipment (including oxygen) is carried.	☐	☐

Section 3: Acknowledgement and Approval

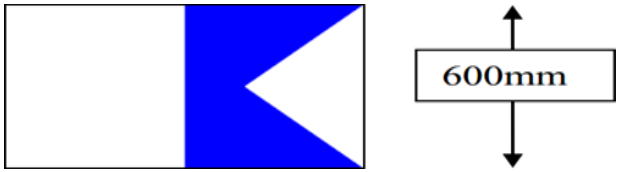
Permit Requestor I confirm the company I represent undertaking the work has documented safe systems of work in place and that all permits and licenses required are current. I acknowledge that when diving that international code flag Alpha (A) will be displayed at all times and if diving work is conducted under the wharf, a rigid version will be displayed above the wharf visible from seaward.

Permit Approver I am satisfied that the risk control measures and precautions appropriate for the safe execution of the diving or waterside activity have been implemented and the persons required to perform the activity have been advised of and understand the requirements of this Diving and Waterside Activity Permit Form. The Permit is approved subject to the conditions below.

Conditions

☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports Personnel on demand.
☐

Harbour Master Approval from the Harbour Master must be sought at least 24 hours before any diving or waterside activity within port waters. The Harbour Master or their delegate is to be notified immediately prior to divers entering the water and immediate on the completion of that day's dive, by either VHF CH16 or on the mobile number. Dive Teams, Divers and Contractors must keep a continual watch on VHF CH12 and CH16 and Divers to display an International code flag A at all times.



If the dive vessel is working under the wharf, a rigid version of the flag must be displayed on the wharf visible from Seaward.

Shipping that may impact the activity:			
Harbour Master/Delegate Signature		Date	

Notifications Notification will be given to stakeholders and affected workers conducting simultaneous operations in the vicinity.

Port Security must be notified to ensure compliance with the Marine Security Plan.

☐ Pilots ☐ Superintendent ☐ Tug Company ☐ Security ☐ Pilot or Lines Boat ☐ Other (specify)

	Name	Position	Signature	Date
Requestor				
Approver				

Section 4: Statement of Completion

Completion I acknowledge the requirements of Southern Ports were carried out according to the Permit.

	Name	Position	Signature	Date
Requestor				
Approver				

Comments

A copy of the Permit is controlled by the *Permit Approver*. The original Permit must be kept on site by the *Permit Requestor* and returned to the *Permit Approver* on completion.