

Diving Permit to Work

Diving Supervisor:	
Diving Contractor:	
Address:	
Telephone:	
Email:	

From (Date / Time):		To (Date / Time):	
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Dive Location (berth / area within the port):	
Vessel Name:	

Adjacent Vessels Advised

Vessel Name	Pre Dive Signature / Rank	Post Dive Signature

Communications between Diving Supervisor and VTS to be carried out on VHF Ch.12.

Communications between Diving Supervisor and vessel involved in diving operations to be carried out on VHF Ch. 12.

Declaration by Diving Supervisor

The Diving Supervisor is required to confirm full compliance with the Diving at Work regulations 1997, any subsequent amendments and the appropriate ACOP. In particular the Diving Supervisor confirms the requirements defined within the Terms of Reference for Diving in Port of Aberdeen and that procedures are in place to summon assistance in the event of an emergency.

The Diving Supervisor has been granted permission to dive under byelaw 45 of Aberdeen Harbour General Byelaws 1978. Aberdeen Harbour Board do not accept responsibility for any accident, damage or claim which may arise from, or as a result of, the use of this permit. The permit is not transferable, is valid only for the Diving Operation stipulated, and the period for which it has been granted. It must be produced upon demand, and may be withdrawn at any time.

I declare that the foregoing requirements have been satisfied. I have read and understood the requirement of this diving permit.

Print Name:.....	Signed:.....
Date:.....	
Emergency Contact Number:.....	

This section to be Completed by the Harbour Master, or Nominated Deputy.	
Permission to dive granted.	
Print Name:.....	Signed:.....
(For / Harbour Master)	
Date / Time:.....	

Document	Title	Revision	Effective Date
PoA-MSMS-04-VTS-FOR-007	Diving – Permit to Work	02	December 2025

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Prior to a diving contractor requesting a diving permit the following must be held on file by Port of Aberdeen:

1. Diving Contractors Name, Address and Contact Details; including telephone number and e-mail address;
2. Contractors Notice to HSE (as required by Diving at Work Regulations – Regulation 7);
3. Copy of Employers Liability Insurance Certificate;
4. Copy of Association of Diving Contractors (ADC) Membership;
5. Confirmation of number of persons to be in the diving team;
6. Name of Diving Supervisor;
7. Names of divers – (copies of diving medical and compliance certificates to be provided upon request);
8. The type of diving equipment to be used (i.e. SSDE) – confirmation of two complete sets;
9. Diving Contractors paperwork (please provide examples of the following):
 - (i) Written risk assessment;
 - (ii) Diving rules;
 - (iii) Project Execution Plan;
 - (iv) Diving operations log.
10. Details of Team Members with First Aid at Work qualifications;
11. Confirmation of Communications Method to be employed:
 - (i) Between divers and vessel;
 - (ii) Between divers and VTS.

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