

General Safety Checklist

Use the checklist below to refine your own procedures for your unique dive operation.

No.	Element	Recommendation
1	Maritime registration & transnational considerations	<p>Dive operators should ensure that all boats are registered with the appropriate authorities and have on board all required equipment for both normal and emergency operations.</p> <p>When traveling outside your territorial waters, be prepared for an evacuation by ensuring that all required permissions, immigration and customs documents are in order.</p> <p>Separate permissions may be required for specific access, activities, weather, sea and/or water conditions. These should be obtained in advance.</p>
2	Vessel care	Dive operators should regularly inspect the vessel to ensure its mechanical and structural integrity and that the vessel is in good working condition.
3	Weather and sea conditions	Dive operators should be aware of weather and sea conditions before loading the boat while also being prepared to call off the dive due to unforeseen weather conditions.
4	Other activities	Dive operators should be aware that popular dive sites may be overcrowded and have contingency plans for alternative destinations.
5	Vessel and related insurance	Dive operators should procure appropriate insurance for the vessel, excursions, activities, passengers and crew, and comply with all related requirements regarding maintenance, equipment and inspections.
6	Captain and crew training	<p>Dive boat operators should ensure crew are trained and, if applicable, licensed to manage:</p> <ul style="list-style-type: none"> • planned or expected diving activities • weather and water conditions • customer experience levels, health and safety <p>Only well-trained and appropriately licensed/certified personnel should staff dive vessels, and a suitable support crew should be in place.</p>
7	Training and certification information	<p>Operators should ensure that training and certification paperwork for a vessel's captain and crew is actively monitored and kept on file in an accessible location.</p> <p>Attention should be paid to scope and applicable dates of licensure as well as renewal requirements.</p>
8	Alcohol and drug policies	Operators should establish an appropriate and consistent alcohol- and drug-use policy. It should specifically cover all crew and dive professionals and include processes for evaluation, testing, management and retention of records.
9	Kill switch and other boat preparations	<p>Dive operators should ensure that kill switches are installed, as applicable, to turn off the engine(s) should the captain or helmsman fall overboard or become incapacitated.</p> <p>Operators should establish checklists to ensure that vessels are adequately prepared before charter operations commence.</p> <p>The following are examples of what your checklist should include:</p> <ul style="list-style-type: none"> • fuel levels • GPS, communications and radar system function • boating emergency kit (including flares, etc.) • tool kit • supply of drinking water, etc. • items specific to your vessel or trip objectives
10	Dive gear	Regular inspection and maintenance of diving equipment should be undertaken if this equipment is part of the vessel's equipment.