

Diving Notification Procedure

OCTOBER 2023

Introduction

This procedure specifies the process required for:

- Notification of diving activities (from wharf or vessel)
- Authorisation from Port Control to conduct operations
- Gaining permission from wharf operators prior to diving;
- Gaining permission for all entries and departures from the Tauranga Container Terminal Operations (TCT Ops);
- Compliance with wharf operators rules and regulations.

Underwater cleaning and maintenance operations shall not hamper cargo operations or the movement of vessels within Tauranga harbour.

Purpose and Scope

The purpose and scope of this procedure is to provide a notification system for persons conducting diving operations and applies to all employees and contractors when working on the Port of Tauranga Limited site and on berthed vessels.

Responsibilities

Duties and Responsibilities of the Dive Supervisor

The Dive Supervisor shall;

- Notify Port Control using the 'POTL Commercial Diving Notification Form'.
- Note: POTL dive supervisor may notify Port Control using the 'Notification of Particular Hazardous Work' form.
- Gain permission from Port Control prior to commencing diving activities and prior to making any variation to the planned diving operations;
- Ensure divers are clear of the water 1 hr prior to any planned departures within 100m of the diving operations.
- Establish verbal communications with the Stevedores wharf supervisors and Ships Responsible Officer
- Complete a Risk Management Plan with the ships crews for all activities conducted prior to diving



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- Gain the wharf operator's permission prior to commencing any operations and comply with any rules and regulations imposed by the wharf operator/s
- Sulphur Point – Tauranga Container Terminal Operations (TCT Ops)
- Mount Maunganui – Stevedores working the vessel/area and Stevedores working any adjacent vessel/area
- Ensure the on wharf location of diving activities will be coned off
- Ensure all divers are medically fit and hold a current 'Certificate of Competence'
- Ensure signals indicating that diving activities are being conducted are displayed
- Maintain constant emergency recall communications (Surface Supply (hose gear), lifeline, standby diver, acoustic (thunder flash etc)
- Remain contactable at all times, either by mobile phone or radio.

Duties and Responsibilities of Port Control

Port Control shall;

- Assess shipping and communicate to the dive supervisor that there is to be no diving within 1hr prior to a vessel departure that is within 100m of the dive operation. Clearly communicate if there is any scheduled departures and by what time divers need to be clear of the water.
- Advise vessels within 100m of the dive operation of the planned activities, no diving is to commence until vessels have acknowledged that engine tested is not permitted.
- Advise the dive supervisor of any shipping movements that will require them to cease diving operations.
- Advise the dive supervisor of any changes to shipping that will affect their activities
- Advise TCT Ops of any on water diving activities for vessels berthed at Sulphur Point.
- Advise POTL floating plant, Pilots and any vessel transiting the area of diving activities
- Confirm the Risk Management Plan has been completed
- Provide the Diving Notification form to TCT ops for diving operations conducted at TCT

Duties and Responsibilities of TCT Ops

TCT Ops must:

- Ensure attending diving staff have completed TCT Wharf Apron Access Induction prior gaining access to Sulphur Point berths.
- Obtain contact details of Diving Supervisor, alternatively issue a handheld radio for the duration of the diving operation

- Ensure that location of diving activities is coned off and diving activities are well promulgated to straddle drivers and on board labour service providers.

Shipping Movements Assessment

Port Control shall make a thorough assessment of all scheduled shipping movements within the vicinity of the intended diving operations and provide instruction to the Dive Supervisor around timing and movements which will require them to exit the water and await approval to re-enter.

Should any changes to shipping movements have an effect on any diving operations Port Control shall contact the Dive Supervisor and discuss any requirements to exit the water.

Restricted Activities

No diving, commercial or otherwise, may be undertaken forward of the accommodation block, on any vessel during Log loading operations at the Port of Tauranga.

Any diving activities conducted under vessels anywhere within the port must have a minimum of 2.0m Under Keel Clearance at all times during the diving operation.

Authority to commence diving activities

No diving, commercial or otherwise, may be undertaken without first notifying Port Control and executing both the 'POTL Commercial Diving Notification Form'. And the 'Risk Management Plan'.

Authority to commence will be given verbally to the Dive Supervisor after a discussion around pending shipping movements with Port Control and confirmation from vessels within 100m that diving activities are to be undertaken and no engine testing is permitted. Follow up confirmation in writing will be given to the Dive Supervisor.

Completion of diving activities

Upon completion of diving activities, the diving supervisor shall;

- Notify Port Control
- Remove all equipment, and
- Safely exit the work area in accordance with any rules and regulations imposed by the wharf operator and the TCT Wharf Apron Access Induction;

Appendix 1.0

Commercial Diving Notification Form

Vessel Name			
Location			
Date(s) of work		Time of work	
Full description of dive works. From wharf or vessel.			
Means of emergency communications (e.g lifeline, surface supply)			
Company:			
Name of divers			
Contact Name (Supervisor in charge of dive):			
Contact Number/s:			

I [name] have read and understand this procedure in its entirety all 6 pages and will comply with its contents.
 Signature: Date:/...../.....

N.B – NO diving operations are permitted forward of the accommodation on any working log vessel.

1. Email this completed form to port.control@port-tauranga.co.nz
2. Prior to entering the water the dive supervisor must call Port Control on (07) 572 7544 for permission to enter the water.
3. Verbal comms must be established and maintained between the Dive Supervisor, Stevedores foreman, and Ships Responsible officer at all times.
4. Dive supervisor must call Port Control on (07) 572 7544 when diving operations are completed.