

<b>Role:</b>	<b>D01 – Diving Superintendent</b>	<b>Name:</b>		<b>Start Date in Current Role:</b>	
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### Self-Assessment Checklist

Entry Level Criteria	Acceptance Criteria	Attained
Completed diver training to IMCA-recognised closed bell or surface-supplied diver qualification*	Valid training/competence certificate	
Demonstrated competence as a bell or air supplied dive supervisor*	Competence certificate	
Has received training in aspects of leadership	Signed logbook confirming experience	
Passed offshore medical suitable for geographical area of work	Current valid certificate	
Passed offshore survival course suitable for geographical area of work	Current valid certificate	
Passed introductory dynamic positioning course <sup>#</sup>	Course certificate	
Completed employer company familiarisation	Signed logbook confirming completion	

\* Requirements apply if the dive superintendent acts as a supervisor whilst in the role of dive superintendent and is required to be in charge of the panel. If qualified as an air diving supervisor, then the dive superintendent cannot act as a bell diving supervisor

<sup>#</sup> If applicable – required for working on a DP DSV

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**DEMO** – Demonstration to Assessor/Verifier.

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D01/000/01 – Safety						
<ul style="list-style-type: none"> <li>◆ Personal safe working practices and safety procedures on-board the vessel and/or installation</li> <li>◆ All relevant legislation and guidance</li> <li>◆ Company safety management systems including incident reporting and investigation procedures</li> <li>◆ Factors which affect the safety and security of the dive team</li> <li>◆ Dive system and operation</li> <li>◆ All emergency procedures</li> <li>◆ Risk assessment and management of change procedures</li> <li>◆ Permit to work procedures</li> <li>◆ Operations and maintenance activities management to minimise HSE risks and impacts</li> <li>◆ Company hazard observation system</li> </ul>	◆ Maintain a culture supportive of HSE matters, demonstrating visible and active HSE leadership and defining and understanding HSE accountabilities and responsibilities					
	◆ Oversee implementation of company safety management system					
	◆ Maintain safety of dive team					
	◆ Prepare for and carry out emergency procedures					
	◆ Lead and promote safety briefings					
	◆ Plan and perform risk assessments for all safety critical areas in a work environment					
	◆ Manage safety aspects of work and appropriate onsite project related input ensuring the continued safety of the work					
	◆ Oversee the operation of the hazard observation system					

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D01/000/02 – Bell and air operations						
<ul style="list-style-type: none"> <li>◆ Overall dive system configuration</li> <li>◆ Company procedures</li> <li>◆ Project/operational procedures and plans</li> <li>◆ Operation of the dive control panel</li> <li>◆ Deployment and recovery of the bell/basket</li> <li>◆ Transfer under pressure procedures and hazards</li> <li>◆ Dive plans</li> <li>◆ Dive tables</li> <li>◆ Gas analysis system including analyser calibration procedures</li> <li>◆ Gas resources and mixtures</li> <li>◆ Bell diver hot water system</li> <li>◆ Reclaim system</li> <li>◆ Planned maintenance system (PMS)</li> <li>◆ IMCA guidelines including DESIGN</li> <li>◆ Workplace and environment conditions</li> <li>◆ Diving operations from dynamic positioning (DP) vessels</li> <li>◆ Lost/trapped bell/basket procedures</li> <li>◆ HES evacuation and launch procedures</li> </ul>	◆ Oversee safe bell and air supplied diving operations					
	◆ Implement dive plans and diving related company procedures					
	◆ Manage, operate and maintain activities to minimise HSE risks and impacts					

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D01/000/03 – Life support system operations						
♦ Operation and hazards of life support and gas reclaim systems	♦ Oversee the safe operation of life support and gas reclaim systems					
D01/000/04 – Dysbaric diving diseases and therapeutic treatments						
♦ Human anatomy and physiology ♦ Types of dysbaric diving diseases ♦ Causes, signs and symptoms of decompression sickness and other types of dysbaric diving diseases ♦ Flowcharts used to select initial treatment options/standard therapeutic treatment tables for decompression sickness and other types of dysbaric diving diseases ♦ Standard therapeutic treatment tables used to treat decompression sickness and other types of dysbaric diving diseases	♦ Accurately diagnose types of dysbaric diving diseases					
	♦ Follow relevant flowcharts to select initial treatment options/standard therapeutic treatment tables					
	♦ Communicate with hyperbaric medical physician for essential specialist assistance					
	♦ Oversee therapeutic treatments of decompression sickness and other types of dysbaric diving diseases in accordance with standard treatment tables					
	♦ Oversee therapeutic treatments of decompression sickness and other types of dysbaric diving diseases in accordance with non-standard treatments as specified by hyperbaric medical physicians					

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D01/000/05 – Diving emergency						
<ul style="list-style-type: none"> <li>◆ Project emergency and contingency plans</li> <li>◆ Fire and emergency drills relating to vessel-installation/systems/chambers</li> <li>◆ Procedures for:                             <ul style="list-style-type: none"> <li>– loss of pressure in a saturation system/bell/DDC</li> <li>– loss of communications/bell power/ hot water supply</li> <li>– loss of bell wire/umbilical/guide wire</li> <li>– lost/trapped bell</li> <li>– fire hazards/incidents</li> <li>– loss of air/gas</li> <li>– system failures, e.g. winch/ compressor</li> <li>– trapped/incapacitated diver procedures</li> <li>– loss of dive platform position</li> <li>– hyperbaric evacuation</li> </ul> </li> </ul>	◆ Oversee the implementation of project emergency and contingency plans					
	◆ Participate in all diving emergency drills and in-house familiarisation					
	◆ Respond to and manage a diving emergency appropriately					
	◆ Oversee supervision and operation of emergency and back-up systems					
	◆ Deliver dive system emergency familiarisation training					
D01/000/06 – Umbilical management and tending						
<ul style="list-style-type: none"> <li>◆ Principles of safe umbilical management including active tending</li> <li>◆ Identification of hazards</li> <li>◆ Maximum diver umbilical lengths</li> <li>◆ Excursion umbilical safety and excursion limits</li> </ul>	◆ Oversee safe management of bell and divers' umbilicals					

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D01/000/07 – Marine activities						
<ul style="list-style-type: none"> <li>◆ DP systems and diving from DP vessels, including:                             <ul style="list-style-type: none"> <li>– surface orientated diving from DP vessels (ref. <a href="#">IMCA D 010 – Diving operations from vessels operating in dynamically positioned mode</a>)</li> <li>– pre-dive briefing</li> <li>– umbilical safety</li> <li>– diving in anchor patterns as outlined in <a href="#">IMCA D 010</a></li> <li>– DP operations with reference to shallow water diving</li> </ul> </li> <li>◆ Conventional mooring systems and diving from conventionally moored vessels, including:                             <ul style="list-style-type: none"> <li>– isolation of thrusters and other dangerous parts of ships</li> <li>– station keeping and moored systems</li> </ul> </li> <li>◆ Marine safety principles</li> <li>◆ Permit to work</li> <li>◆ Minimum operating clearances</li> <li>◆ Position references</li> <li>◆ Mooring line adjustments and identification</li> </ul>	<ul style="list-style-type: none"> <li>◆ Oversee dive operations safely within vessel-specific manoeuvring/positioning restrictions</li> <li>◆ Oversee safe diving operations from large vessels and small boats</li> </ul>					

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D01/000/08 – Project activities						
<ul style="list-style-type: none"> <li>◆ Diving project plan and work procedures</li> <li>◆ Dive plans</li> <li>◆ Project equipment operating procedures</li> <li>◆ Progress reporting process</li> </ul>	<ul style="list-style-type: none"> <li>◆ Manage project performance requirements in accordance with the diving project plan</li> </ul>					
D01/000/09 – Tools and equipment						
<ul style="list-style-type: none"> <li>◆ Safe operation of the following tools and equipment:               <ul style="list-style-type: none"> <li>– lifting equipment (cranes, slings, shackles, tirlfors and chain hoists)</li> <li>– oxy-arc/thermal cutting equipment</li> <li>– HP water jetting equipment</li> <li>– grit blasting equipment</li> <li>– bolt tensioning equipment</li> <li>– hydraulic impact guns</li> <li>– hydraulic grinders</li> <li>– air lift bags</li> <li>– air lift/dredging equipment</li> <li>– mattress handling equipment</li> <li>– metrology equipment</li> </ul> </li> <li>◆ Lift planning/rigging/sliding</li> </ul>	<ul style="list-style-type: none"> <li>◆ Oversee effective maintenance of all tools and subsea project equipment</li> <li>◆ Oversee the safe operation of all tools and subsea project equipment</li> </ul>					

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D01/000/10 – Management						
<ul style="list-style-type: none"> <li>◆ People management principles, approaches and techniques</li> <li>◆ Operations and project management</li> <li>◆ Company management of change procedures</li> <li>◆ Dive management systems</li> <li>◆ Legal requirements</li> <li>◆ Planned maintenance systems (PMS)</li> <li>◆ Diving project plans</li> <li>◆ Project emergency response plans</li> <li>◆ HSE performance (daily progress reports)</li> <li>◆ Training and competence assessment techniques to ensure team is able to perform activities in accordance with HSE and company requirements</li> </ul>	◆ Show effective use and management of information, resources and personnel					
	◆ Oversee implementation of company change management procedures					
	◆ Motivate personnel by effective communications, involving them in decisions, and by the delegation of work appropriate to the level of responsibility					
	◆ Adapt leadership style to take into account task needs, team and individual member needs					
	◆ Develop and review dive plans					
	◆ Engage effectively with client					
	◆ Provide ongoing competence assessment of personnel under supervision					
	◆ Properly apply company quality management systems					
	◆ Complete appropriate company documentation and maintain records					

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D01/000/11 – Personal skills and communication						
<ul style="list-style-type: none"> <li>◆ Safety leadership behaviours and impacts on individual and team performance</li> <li>◆ Effective communication for individual and team safety covering dive, bridge, ROV and life support teams</li> <li>◆ Principles relating to engagement in company safety culture</li> <li>◆ Principles underpinning team working and interdepartmental co-operation</li> <li>◆ Importance of personnel identifying and speaking out about safety concerns</li> <li>◆ Principles of an open reporting culture</li> </ul>	<ul style="list-style-type: none"> <li>◆ Manage a culture supportive of HSE matters, demonstrating visible and active HSE leadership</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Communicate effectively with dive team, marine personnel and deck crew</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Direct individual and team functions in ways which promote team working, trust and co-operation with colleagues and supervisors</li> </ul>					
	<ul style="list-style-type: none"> <li>◆ Encourage personnel to raise issues of concern calmly and assertively, and to deal with matters promptly and appropriately</li> </ul>					

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**Assessor and Verifier Record and Contact Details**

Assessor or Verifier	Name	Job Title	Company Name & Company Stamp	Contact Details	Signature

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**Assessor Notes**

Code:	Please tick		Comments:	Assessor Signature:	Date:
	Part	<input type="checkbox"/>			
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	Part	<input type="checkbox"/>			
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**Verifier Notes**

Code:	Please tick		Comments:	Verifier Signature:	Date:
	Part	<input type="checkbox"/>			
	Whole	<input type="checkbox"/>			
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