Dive Management Briefing CHECKLIST

☐ **General**

- ☐ I am the Dive Manager .....is Deputy Dive Manager
- ☐ You will need notebooks or slates for this briefing
- ☐ The dives are to be conducted according to Safe Diving Practices
- ☐ Is everyone's membership current?
  Or
- ☐ I have verified your logbooks, that you have current medicals and that you are members of the BSAC.

☐ **Fit to Dive**

Is everyone fit and happy to dive today?
If there is anything I need to be aware of or if the dive is beyond your comfort zone or level of qualification you must let me know immediately after this briefing.

☐ **The dive site**

- ☐ Name of site
- ☐ General description
- ☐ Expected depth
- ☐ Bottom characteristics
- ☐ Maximum depth in area
- ☐ Our contingency is . . . . . .
- ☐ If we can not dive our primary site I shall brief you again

☐ **Particular Risks** (limit to principal risks) e.g.

- ☐ Traffic Protection from snags
- ☐ Narcosis
- ☐ Decompression
- ☐ Increased air consumption
- ☐ Limited time
- ☐ Poor or limited visibility

☐ **Tides** LW ..... HW.....

LW ..... HW.....

Range .....

Slack on site or expected drift on site .....

☐ **Weather**

Wind..... Visibility.....Sea state..... Air temp.....

Sea temp..... Barometric pressure .....Outlook .....

Cautions if weather system moves in faster or slower during dive period

.....

☐ **Tasks**

Cox: .....

Assisted by: .....

Cox to ensure that boat is fully prepared and ready for sea confirm to me when this is done

- ☐ Tubes
- ☐ Anchor
- ☐ A Flag
- ☐ Boat boxes
- ☐ VHF
- ☐ Electronics working

Fuel estimate amount and duration .....

Confirm to me this is sufficient for this plan Y/N

Estimated amount/distance /duration/reserve .....

O2 administrator: .....

Deputy O2 administrator: .....

Check O2 is ready with full cylinder **confirm to me that this is done**

First Aider .....

Deputy first aider .....

First aid: Check kit **confirm to me that this has been done**

☐ **Navigation**

Point out route on chart give bearing and distance and other navigation information to Cox'n or Task Cox'n (Navigator) to sort out route, return & safe havens. Communicate to other navigators/Cox'ns and confirm to me that this is done

Shot: Prepare + specifications confirm to me that this has been done

☐ **The Dive Plan**

Current Tissue Codes: Has anyone dived in last 16hrs? Y/N

Expected Max depth: Check again: Is this within qualification level of every diver? Y/N No Stop time from tables

☐ **Divers**

Pair	Dive Leader	(grade)	Buddy	(grade)
1	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....
4	.....	.....	.....	.....

Depth limits for each dive:

☐ Ocean: 20m, Sports 20m^35m, DL: 35m ^50, PO_2<1.4bar, He: 80 m

Are there any problems with the pairings?

☐ **The Dive leaders Tasks:**

- ☐ Plan the dive, decompression, gas requirements, max operating depths, gases you will be using, tasks and brief your buddy
- ☐ Conduct a SEEDS brief and Buddy check before diving
- ☐ Tell me about any part of the plan that I need to be aware of or if it is out with usual procedures or safe diving practices

☐ **The Diving Tasks**

	Names	**Tasks**
Pair 1	.....	.....
Pair 2	.....	.....
Pair 3	.....	.....
Pair 4	.....	.....

At the end of the dive **regain shot/ surface on (d)smb**

☐ **Signals**

During this dive: Use usual BSAC signals. Agree any plan-specific signals.

E.G. Using SMB:

During this dive: Use usual BSAC signals. Agree any plan-specific signals.

- ☐ Single orange: OK follow me
- ☐ Yellow or yellow/orange Problem! help required
- ☐ Yellow + Orange (2 buoys) - gas required at stop

☐ **Personal Diving Equipment / Preparations**

☐ Buddy lines Delayed deployment SMBs Torches Distance line Tokens

☐ **Entry and Exit**

☐ I must know you are about to enter water: On my signal which side?

☐ **I will, or** ..... (Name)

- ☐ Ensure word left ashore or Coastguard contacted with ETA.
- ☐ Achieve clearance to dive in restricted areas
- ☐ Also to confirm ashore and all well.

Confirm to me that each point has been done

- ☐ VHF: Channels Port control .....
- ☐ Coastguard Working channel .....
- ☐ Our call sign: Call Sign: Call sign:.....

☐ **Summary** Main points and tasks are:

☐ **Personal Dive Planning**

Dive leaders SEEDS briefing has been done

Dive leaders confirm to me/ deputy DM before entering water:

- ☐ your your plan for the dive and for your separation plan
- ☐ gas requirements

Buddy check done:

Pair	Dive Leader	Buddy	Plan Depth	Plan time	All points covered
1	.....	.....	.....	.....	.....
2	.....	.....	.....	.....	.....
3	.....	.....	.....	.....	.....
4	.....	.....	.....	.....	.....

☐ **Emergencies:**

Diver recall: ☐ Pulls on SMB ☐ Explosive recall

If recalled, signal using buoy that you are ascending carry out stops

Coastguard: Channel 16

Chamber: telephone: .....

Hospital: .....

Nearest Landing: .....

☐ **Estimated times**

Confirm completed tasks to me by: .....

Estimated time of departure: .....

ETA site: ..... ETA back: .....

☐ **There will be a debrief**

☐ See everyone ☐ All OK? ☐ Any problems? ☐ Was dive to plan?

☐ Record Dive time, depth, stops & departures from safe diving practices