

1 Procedure Description

1.1 This procedure describes controls for diving in the harbour area.

2 Conditions

2.1 Diving operations must comply with the Diving at Work Regulations, where applicable.

2.2 Before any diving operations can take place, the Shetland Islands Council Dive Notification form must be completed and submitted in advance.

2.3 Dive Notification form G-OF-04 can be found on the ports website and on the O: Drive

2.4 The Dive Supervisor undertaking the diving operation accepts and understands that harbour vessel traffic is not monitored at any SIC harbour area, with the exception of Sullom Voe.

2.5 The Dive Supervisor is responsible for monitoring approaching traffic.

3 Notification

3.1 Persons wishing to undertake diving operations in a SIC Port or Harbour area must give notice to the harbour authority prior to commencement of the dive.

3.2 Notice shall be given by the completion of the Shetland Islands Council Dive Notification. This should be sent to;

Harbour Area	Who to contact	Telephone	Email address
Sullom Voe and Yell Sound	Sullom Voe VTS	01595 744280	sullomvoevts@shetland.gov.uk
Scalloway Harbour	Scalloway Harbour	01595 744 221	scalloway.harbour@shetland.gov.uk
Other SIC Ports			

3.3 If an exclusion zone is required to be implemented by the Harbour Authority, then a minimum of 7 days' notice shall apply to allow a Local Notice to Mariners to be promulgated.

4 Approval

4.1 Approval may be granted upon receiving a completed Notification by any of the following

- Harbour Master or Deputy
- Small Ports Supervisor
- Duty VTSO
- Duty Small Ports Officer

4.2 Approval may be denied if there is any concern over the safety of the works, work site or for the safety of any harbour user.

4.3 Approval shall be denied if a Notification is received incomplete or incorrect.

5 Record keeping

5.1 Upon approval a copy of the signed Notification will be returned to the Dive Supervisor for their records

5.2 A copy of the Notification shall be kept on file for SIC Records