



# DIVING PERMIT TO WORK

Number: FM 02.10  
 Issue: 05  
 Date: 13/11/2017  
 Page: 1 of 3

## Applying for a Diving Permit to Work

Applications for Permission to Dive are to be completed by the applicant who should then forward it to the appropriate Harbour Master for approval at least 2 working days in advance.

Harbour Master (Upper) – Teddington Lock to Crossness – [HMUDiving@pla.co.uk](mailto:HMUDiving@pla.co.uk) / 020 7743 7909  
 Harbour Master (Lower) – Crossness to Outer Port Limits – [LowerDistrict@pla.co.uk](mailto:LowerDistrict@pla.co.uk) / 01474 562299

Emergency out-of-hours applications should be submitted to “London VTS”

VHF Ch.14 (Teddington to Crayfordness) – 020 8855 0315 [TBNCDO@pla.co.uk](mailto:TBNCDO@pla.co.uk)  
 VHF Ch.68/69 (Crayfordness to Outer Port Limits) – 01474 560311 [duty.portcontroller@pla.co.uk](mailto:duty.portcontroller@pla.co.uk)

A Notice to Mariners may be required where diving activity impacts on navigation, as determined by the Harbour Master. In which case, at least 2 weeks notice is required.

The PLA will not permit Scuba Diving.

## Details of Diving Activity

Diving Supervisor					
Diving Contractor					
Telephone			Email		
Seeking permission to dive at:					
Time: From		to		on date:	

For multiple diving dates and times, please complete a Diving Schedule using Appendix 1

Communications between Diving Supervisor and London VTS will be carried out via:			
VHF Channel		and onsite mobile telephone	

The Diving Supervisor is required to confirm full compliance with the Diving at Work Regulations 1997, any subsequent amendments and the appropriate Approved Code of Practice. In particular, he confirms that the PLA Diving Conditions will be met and that procedures are understood for summoning assistance in an emergency.

If contact with London VTS cannot be made, the Coastguard can be contacted on 999.

**I declare that the foregoing requirements have all been satisfied. I have read and understood the PLA Diving Terms & Conditions of this diving permit.**

Signed \_\_\_\_\_ (Diving Supervisor)

Name ..... Date/Time .....

To be filled in by Harbour Master or his Nominated Deputy:

Dive Project Plan received for project

Documents held on file and are valid:

Acknowledgement from the HSE of the Contractor’s Notice to them

Employer’s Liability Insurance

Formal letter from the Company of the Diving Supervisor’s appointment

**PERMISSION TO DIVE GRANTED**

Signed \_\_\_\_\_ for / on behalf of Harbour Master

Name ..... Date/Time .....

AUTHOR:	SMS Manager	OWNER:	Harbour Master (SMS & VTS)
---------	-------------	--------	----------------------------

**PLA Diving Terms & Conditions**

**“PERMISSION TO DIVE”** is given on the basis that the following conditions shall be met:

1. Appropriate Lights and Shapes shall be displayed by the vessel engaged in diving operation:
  - i) A vessel engaged in diving operations shall exhibit conspicuously a rigid replica of the International code flag “A” not less than 1 metre in height, which is illuminated at night.
  - ii) A vessel from which a diver is working by day shall exhibit conspicuously a red flag not less than 1 metre square in a position as close as possible to the diver’s point of entry into water.
2. The Diving Supervisor will inform the appropriate VTS centre immediately before diving is about to Commence, agree with London VTS any broadcast requirements for vessels to ‘Pass With Caution’ and confirm that an approved Diving Permit to Work is held.
3. The Diving Supervisor will inform the appropriate VTS centre when diving has been completed.
4. There will be at least **5** people in the Dive team, in accordance with the appropriate Commercial Diving Approved Code of Practice.
5. The Harbour Master has received the following documents, they remain in date and are available on site for inspection
  - i) Acknowledgement from the HSE of the Contractor’s Notice to them
  - ii) Employer’s Liability Insurance
  - iii) Formal letter from the Company of the Diving Supervisor’s appointment
  - iv) Dive Project Plan

**References:**

1. The Diving at Work Regulations 1997
2. The Ports’ Safety Organisation (PSO) Guidance and Interpretation Series Pamphlet No. 1 (September 1999)
3. Approved Codes of Practice - Commercial diving projects inland/inshore - L104
4. [Port of London Thames Byelaws](#)

