

Dive Coordinator's Checklist



Trip Number: _____

		Initial
Pre Trip	RAMP & Field Work Application logged	
	Dive plan logged	
	Dive plan approved	
	Boat approval (ie from MAFRL, M Taylor, etc)	
	Applications Approved (Fisheries, DEC, etc)	
Before Trip Commencement	Safety Equipment 1 st Aid Kit O ₂ Provider Equipment (DAN / Oxy Viva Kit) O ₂ Cylinder Pressure (1 st) _____ kPa (2 nd) _____ kPa (Other) _____ kPa Defibrillator Nautical Maps (Boat only) Communication Form (Mobile Phone, CB Radio, 27Mhz Radio, etc) Boating Qualifications (Commercial only) Applications (Fisheries, DEC, etc)	
On board	Boat handling safety brief	
	Pre-diving brief Tasks, location, depths, times, hazards, emergency procedures (including discussion on use of life, buddy and float lines and assessment as to their use)	
	Pre-dive Equipment check Check function of regs, BCD's, gauges and other equipment	
Assessment dive	Assessment of diving skills for restricted divers and visitors	
Dive log sheets	Completed by all divers each day	
Post dive	Post-dive debrief Performance, problems, general discussion	
Comments		
Post trip	Log sheets returned to Dive Officer	

Dive Coordinator _____
(Signature)

Date _____

Dive Officer _____
(Signature)

Date _____