DIVE ADMINISTRATION

(5AD)

Checklist

UPDATED February 2017

SAFETY REVIEW ITEMS - ADMINISTRATION

DIVING PROCEDURES AND SYSTEM CERTIFICATION

1. (A1F0) DO ALL CERTIFIED SYSTEMS HAVE REQUIRED CERTIFICATION LETTER FROM NAVSEA OR NAVFAC WITH SUPPORTING DOCUMENTATION?

REF: NAVSEA SS521-AA-MAN-010 REV 2
OPNAVINST 3150.27 Series
U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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2. (A1G0) HAVE RE-ENTRY CONTROL PROCEDURES BEEN OFFICIALLY ESTABLISHED IN WRITING BY LOCAL INSTRUCTION?

REF: NAVSEA SS521-AA-MAN-010

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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3. (A1H0) ARE AIR SAMPLES ANALYZED AND DO THEY MEET AIR PURITY REQUIREMENTS?

REF: U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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4. (A1Q0) IS THE EMERGENCY ASSISTANCE CHECKLIST FROM THE U. S. NAVY DIVING MANUAL OR AN APPROPRIATELY TAILORED EMERGENCY RESPONSE CHECKLIST BEING USED TO SUPPORT DIVE OPERATIONS?

REF: U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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5. (A1V0) ARE CERTIFIED SYSTEMS OPS AND EPS APPROVED BY NAVSEA (OOC) OR NAVFAC (04B) AS APPLICABLE?

REF: NAVSEA SS521-AA-MAN-010
U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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6. (A2W0) HAS THE COMMAND COMPLETED A DIVING OPERATIONAL READINESS ASSESSEMENT (DORA) IN THE PAST 24 MONTHS?

REF: COMUSFLTFORCOMINST 3501.1

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

MAINTENANCE

7. (A1J0) IS A TAGOUT LOG IN EFFECT FOR DIVING EQUIPMENT AND SYSTEMS? IS A COPY OF TAG-OUT USERS MANUAL AVAILABLE AND ARE AUDITS BEING CONDUCTED BI-WEEKLY?

REF: OPNAVINST 3120.32 Series
S 0400-AD-URM-010/TUM

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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8. (A1L0) IS A PREVENTIVE MAINTENANCE PROGRAM (PMS) IMPLEMENTED FOR ALL DIVING AND DIVING SUPPORT EQUIPMENT? IF NOT, HAS A FBR BEEN SUBMITTED FOR EQUIPMENT LACKING COVERAGE? ARE EQUIPMENT MAINTENANCE MANUALS FOLLOWED IN THE INTERIM.

REF: NAVSEAINST 4790.8 Series
OPNAVINST 3120.32 Series
U.S. Navy Dive Manual

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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9. (A1L2) IS DIVE EQUIPMENT SERIALIZED FOR TRACKING PMS ACCOMPLISHMENT AND ARE EGLS AND/OR SINGLE LINE ITEMS BEING USED ON PMS BOARDS?

REF: NAVSEAINST 4790.8 Series

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

PUBLICATIONS AND INSTRUCTIONS

10. (A1A0) DOES THE COMMAND HAVE A COMMAND DIVING INSTRUCTION, AND IS IT COMPLETE AND UP TO DATE?

REF: OPNAVINST 3150.27 Series
NAVSEAINST 3150.1 Series

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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11. (A2A0) IS AN UP-TO-DATE U.S. NAVY DIVING MANUAL READILY ACCESSIBLE TO ALL DIVING PERSONNEL?

REF: NAVSEAINST 3150.1 Series

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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12. (A2C0) IS AN UP-TO-DATE COPY OF THE UNDERWATER CUTTING AND WELDING MANUAL, NAVSEA S0300-BB-MAN-010 READILY ACCESSIBLE TO THE DIVING OFFICER/SUPERVISOR? (ONLY APPLIES TO COMMANDS WITH UNDERWATER CUTTING AND WELDING CAPABILITIES OR REQUIREMENTS)

REF: NAVSEAINST 3150.1 Series

NAVSEA S0600-AA-PRO-010 UNDERWATER SHIPS HUSBANDRY MANUAL

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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13. (A2D0) IS A COPY OF NAVSEA SS521-AA-MAN-010, U.S. NAVY DIVING AND MANNED HYPERBARIC SYSTEMS SAFETY CERTIFICATION MANUAL, READILY ACCESSIBLE TO THE DIVING OFFICER/SUPERVISOR?

REF: NAVSEAINST 3150.1 Series

U.S. Navy Dive Manual

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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14. (A2E0) IS A COPY OF BUMEDINST 6320.38 (SERIES) (CLINICAL USE OF RECOMPRESSION CHAMBERS FOR NON-DIVING ILLNESS) AVAILABLE TO THE DIVING OFFICER/SUPERVISOR? (ONLY APPLIES TO COMMANDS WITH RECOMPRESSION CHAMBER CAPABILITIES)

REF: U.S. Navy Dive Manual

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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15. (A2F0) DOES COMMAND HAVE LOCAL DSWS INSTRUCTION?

REF: COMNECC 1414.3 DSWS

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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16. (A2G0) IS ALL DIVING EQUIPMENT ON THE AUTHORIZED FOR MILITARY USE (AMU) LIST AND IS IT READILY AVAILABLE TO THE DIVING OFFICER/SUPERVISOR?

REF: OPNAVINST 3150.27 Series
NAVSEAINST 3150.1 Series
U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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17. (A2J0) IS THERE AN EFFECTIVE MEANS OF ENSURING ALL DIVERS ARE KEPT UP TO DATE ON ALL THE CURRENT AIG-239 EFFECTIVE DIVING ADVISORY MESSAGES?

REF: Naval Safety Center Guidance

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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18. (A2J1) IS THERE AN EFFECTIVE MEANS OF ENSURING ALL DIVERS ARE KEPT UP TO DATE ON ALL THE DIVING SAFETY LINES?

REF: Naval Safety Center Guidance

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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19. (A2K0) IS A COPY OF OPNAVINST 3150.27 (SERIES) (NAVY DIVING PROGRAM) AVAILABLE TO THE DIVING OFFICER/SUPERVISOR?

REF: OPNAVINST 3150.27 Series
NAVSEAINST 3150.1 Series

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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20. (A2N0) IS AN UP TO DATE COPY OF NAVSEAINST 4790.8 (SERIES), SHIPS MAINTENANCE AND MATERIAL MANAGEMENT (3M) MANUAL, READILY ACCESSIBLE TO ALL HANDS?

REF: OPNAVINST 3120.32 Series
OPNAVINST 4790.4 Series

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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21. (A2Q0) IS A COPY OF OPNAVINST 5100.19 (SERIES) (NAVY SAFETY AND OCCUPATIONAL HEALTH PROGRAM AFLOAT) OR OPNAVINST 5100.23 (SERIES) (NAVY SAFETY AND OCCUPATIONAL HEALTH PROGRAM ASHORE) READILY ACCESSIBLE TO ALL HANDS?

REF: OPNAVINST 3120.32 Series
U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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22. (A2Q2) IS A COPY OF OPNAVINST 5102.1 (SERIES) (NAVY & MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING MANUAL) READILY ACCESSIBLE TO THE DIVING OFFICER/SUPERVISOR?

REF: U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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23. (A4I0) IS A COPY OF NAVSEAINST 3150.1 (SERIES) (NAVY DIVING PROGRAM) AVAILABLE TO THE DIVING OFFICER/SUPERVISOR?

REF: OPNAVINST 3150.27 Series
NAVSEAINST 3150.1 Series

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

RECORDS AND LETTERS OF DESIGNATION

24. (A1B0) IS THE COMMAND DIVING OFFICER DESIGNATED IN WRITING BY THE COMMANDING OFFICER?

REF: U.S. Navy Dive Manual

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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25. (A1D1) ARE DIVERS CONDUCTING THE MINIMUM NUMBER OF DIVES EVERY SIX MONTHS TO MAINTAIN THEIR QUALIFICATIONS? COMMAND REQUIRED TO PROVIDE SURVEY TEAM WITH A LIST OF ALL COMMAND'S DIVERS.

REF: MILPERSMAN 1220-260

C R NA UA
☐ Repeat
☐ Significant
☐ PMS

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26. (A1E0) ARE DIVING SUPERVISORS DESIGNATED IN WRITING BY THE COMMANDING OFFICER?

REF: U.S. Navy Dive Manual

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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27. (A4B3) IS THE COMMAND SUBMITTING DIVES INTO THE DIVE JUMP REPORTING SYSTEM (DJRS) ?

REF: OPNAVINST 3150.27 Series
U.S. Navy Dive Manual

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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28. (A4B4) IS THE COMMAND PROPERLY REPORTING ALL DIVING MISHAPS?

REF: OPNAVINST 5102.1 Series

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

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29. (A4B6) IS COMMAND WITHIN PERIODICITY OF LAST DORI?

REF: OPNAVINST 3150.27 Series

C R NA UA

☐ Repeat

☐ Significant

☐ PMS

ADMINISTRATION

COMMAND NAME:
LOCATION:
UIC:
DATE:
SURVEYOR(S):
NO. COMPLETE: NO. REQ ACTION: NOT APPLICABLE:

Q #	Question	Result	Sig	Rep	PMS
1	5ADA1F0	C R N U			
2	5ADA1G0	C R N U			
3	5ADA1H0	C R N U			
4	5ADA1Q0	C R N U			
5	5ADA1V0	C R N U			
6	5ADA2W0	C R N U			
7	5ADA1J0	C R N U			
8	5ADA1L0	C R N U			
9	5ADA1L2	C R N U			
10	5ADA1A0	C R N U			
11	5ADA2A0	C R N U			
12	5ADA2C0	C R N U			
13	5ADA2D0	C R N U			
14	5ADA2E0	C R N U			
15	5ADA2F0	C R N U			
16	5ADA2G0	C R N U			
17	5ADA2J0	C R N U			
18	5ADA2J1	C R N U			
19	5ADA2K0	C R N U			
20	5ADA2N0	C R N U			
21	5ADA2Q0	C R N U			
22	5ADA2Q2	C R N U			
23	5ADA4I0	C R N U			
24	5ADA1B0	C R N U			
25	5ADA1D1	C R N U			
26	5ADA1E0	C R N U			
27	5ADA4B3	C R N U			
28	5ADA4B4	C R N U			
29	5ADA4B6	C R N U			