



Voyage Safety Briefing Record

Company Name:		Vessel Name:	
Dive Date:		Dive Supervisor:	
Dive Location:		Divers:	
SECTION 1 – PRE-DEPARTURE SAFETY BRIEFING			
Prior to departure the Vessel Master must discuss the following with all crew and ensure their understanding.			
<input type="checkbox"/>	Location of exits from all internal areas of the vessel such as engine room, crew quarters, etc.		
<input type="checkbox"/>	Location of Life Jackets and Immersion Suits including demonstration of use.		
<input type="checkbox"/>	Location of Vessel safety equipment such as first aid, lifelines, flares etc.		
<input type="checkbox"/>	Location of fire extinguishers and reminder that smoking is not permitted anywhere on board.		
<input type="checkbox"/>	Procedures for safe movement around the vessel while underway.		
<input type="checkbox"/>	Discussion on vessel stability and the effect crew, cargo and loads can have.		
<input type="checkbox"/>	Location of life raft, how it is deployed and how it is boarded once deployed. Ensure all know the life raft is to remain attached to the vessel unless the vessel is in danger of sinking.		
<input type="checkbox"/>	Discussion on vessel logbook, filled out with daily voyage details.		
<input type="checkbox"/>	Total number of crew on board.		
Crew Sign-Off			
Name	Signature	Date	



SECTION 2 – PRE-DIVE SAFETY BRIEFING

Prior to dive the Dive Supervisor must discuss the following with all crew and ensure their understanding.

Review the Dive Hazard Assessment form and Dive Plan. These forms should cover all hazards and details related to the upcoming dive including, but not limited to:

- Potential hazards related to the dive.
- Depth of dive and time limits.
- Decompression procedures (if needed).
- Location of divers involved.
- Specific work that will be taking place both on board and underwater.
- Signals that will be used to recall all divers.
- Minimum air requirements for entering water and leaving the bottom.
- Any emergency procedures required for the voyage and dive.

Crew Sign-Off

Name	Signature	Date



SECTION 3 – POST-DIVE SAFETY BRIEFING

On completion of the dive the Dive Supervisor will have the following discussion with divers and crew. This discussion is important for the continuous improvement of procedures and safety.

<input type="checkbox"/>	Discuss the dive/job and its outcome (successful etc.).
<input type="checkbox"/>	Discuss the methods used during the dive and if there were challenges or needs for improvement.
<input type="checkbox"/>	Discuss the hazards and risks encountered on the dive. <ul style="list-style-type: none"> • Were they expected or unexpected? • Were controls in place and sufficient to protect divers? • Are there methods needed to reduce the risks?
<input type="checkbox"/>	Condition of divers and crew post-dive?
<input type="checkbox"/>	Are there any divers with possible symptoms of dive injury?
<input type="checkbox"/>	Complete post-dive equipment inspection, cleanup and storing.
<input type="checkbox"/>	Was there any equipment needed that was not available during the dive?

Crew Sign-Off

Name	Signature	Date



SECTION 4 – POST VOYAGE SAFETY CHECKLIST

Upon returning to dock, the Vessel Master must ensure that the following occurs.

<input type="checkbox"/>	Ensure vessel is moored securely with spring lines in place. Must allow for the rise and fall of the tide.	
<input type="checkbox"/>	Check for catch points on the wharf and pilings to ensure the vessel will not get hung up.	
<input type="checkbox"/>	Shut down all machinery.	
<input type="checkbox"/>	Shut off fuel supplies to main and auxiliary engines.	
<input type="checkbox"/>	Shut off stove and fuel supply. Ensure the fire is out.	
<input type="checkbox"/>	Shut down all electronics.	
<input type="checkbox"/>	Check stuffing box and tighten if necessary.	
<input type="checkbox"/>	Ensure all sea cocks and over boards are closed.	
<input type="checkbox"/>	Ensure all cross-connects are closed (e.g., fuel, ballast, fish/product holds, etc.).	
<input type="checkbox"/>	Check to ensure all alarms are operational (e.g., bilge, fire, etc.).	
<input type="checkbox"/>	Ensure shore power cords are in good shape (i.e., no nicks/cuts) and the correct type for shore connection.	
<input type="checkbox"/>	Connect shore power and ensure it is working.	
<input type="checkbox"/>	Remove all garbage from vessel including in particular anything combustible (i.e., oily rags etc.).	
<input type="checkbox"/>	Close and lock all vessel openings and doorways.	
Vessel Master Sign-off		
Name	Signature	Date