Administration

Checklist

PUBLICATIONS AND INSTRUCTIONS

1. (AD01) Does the command have a command diving instruction containing the minimum required information per OPNAVINST 3150.27D Chapter 4?

    References: OPNAVINST 3150.27D
                       NAVSEAINST 3150.1B

    C   R   NA   UA

    ❑   Repeat
    ❑   Significant
    ❑   PMS

    _____

2. (AD02) Is an up-to-date U.S. Navy Diving Manual readily accessible to all diving personnel?

    Reference: NAVSEAINST 3150.1B

    C   R   NA   UA

    ❑   Repeat
    ❑   Significant
    ❑   PMS

    _____

3. (AD03) Is the Authorized for Navy Use (ANU) available to the Diving Officer / Diving Supervisor? Is all of the equipment on the ANU list?

    References: OPNAVINST 3150.27D
                       NAVSEAINST 3150.1B
                       U.S. Navy Diving Manual
                       NAVSEA 00C Authorized for Navy Use (ANU)

    C   R   NA   UA

    ❑   Repeat
    ❑   Significant
    ❑   PMS

    _____

4. (AD04) Is there an effective means of ensuring all divers are kept up to date on all AIG-239 Diving Advisories?

Reference: OPNAVINST 3120.27D

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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5. (AD05) Is there an effective means of ensuring all divers are kept up to date on all Diving Safety Lines of the past 3 years?

Reference: NAVSEAINST 3150.1B
            OPNAVINST 3120.32D

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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6. (AD06) Is a copy of OPNAVINST 3150.27D (Navy Diving Program) available to the Diving Officer / Supervisor?

References: OPNAVINST 3150.27D
             NAVSEAINST 3150.1B

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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7. (AD07) Is an up-to-date copy of NAVSEAINST 4790.8D, Ships Maintenance and Material Management (3M) Manual readily accessible to all hands?

                References: OPNAVINST 3120.32D
                               OPNAVINST 4790.4F
                               NAVSEAINST 4790.8D

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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8. (AD08) Is a copy of OPNAVINST 5100.19F (Navy Safety and Occupational Health Program Afloat) or OPNAVINST 5100.23H (Navy Safety and Occupational Health Program Ashore) readily accessible to all hands?

                References: OPNAVINST 3120.32D
                               OPNAVINST 5100.19F
                               OPNAVINST 5100.23H
                               U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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9. (AD09) Is a copy of OPNAVINST 5102.1E (Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual) readily accessible to the Diving Officer / Supervisor?

                References: OPNAVINST 5102.1E
                               U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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10. (AD10) Is a copy of NAVSEAINST 3150.1B (Navy Diving Program) available to the Diving Officer / Supervisor?

> References: OPNAVINST 3150.27D
> NAVSEAINST 3150.1B

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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RECORDS AND LETTERS OF DESIGNATION

11. (AD11) Is the Command Diving Officer designated in writing by the Commanding Officer?

> References: U.S. Navy Diving Manual
> OPNAVINST 3150.27D

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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12. (AD12) Are all divers conducting the minimum number of dives annually to maintain their qualifications?

> Reference: MILPERSMAN 7220-090

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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13. (AD13) Are all Diving Supervisors designated in writing by the Commanding Officer?

> References: OPNAVINST 3150.27D
> U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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14. (AD14) Is the command submitting dives into the Dive Jump Reporting System (DJRS)? Do the divers have the ability to track their personal dive logs. (electronic or hard copy)

References: OPNAVINST 3150.27D
U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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15. (AD15) Does the command have access to Risk Management Information-Safety Incident Report (RMI-SIR) to view diving incident reports and create diving incident investigations?

References: OPNAVINST 5102.1E
OPNAVINST 3150.27D

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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16. (AD16) Is the Emergency Assistance Checklist from the U.S. Navy Diving Manual or an appropriately tailored emergency response checklist being used to support diving operations?

Reference: U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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17. (AD17) Is a tag-out log utilized for diving equipment and systems? Is a copy of Tag-Out User's Manual available and are audits being conducted bi-weekly?

References: OPNAVINST 3120.32D
S0400-AD-URM-010/TUM

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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18. (AD18) 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?

References: NAVSEAINST 3150.1B
U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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19. (AD19) Have Re-Entry Control procedures been officially established in writing by local instruction?

Reference: NAVSEA SS521-AA-MAN-010

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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DIVING PROCEDURES AND SYSTEM CERTIFICATION

20. (AD20) Do all certified systems have required certification letter(s) from NAVSEA with supporting documentation?

References: OPNAVINST 3150.27D
NAVSEA SS521-AA-MAN-010
U.S. Navy Diving Manual

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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21. (AD21) Is the REC log audited for accuracy by the Diving Officer on a quarterly basis?

References: NAVSEA SS521-AA-MAN-010
Command REC Instruction

C   R   NA   UA

❑ Repeat
❑ Significant
❑ PMS

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22. (AD22) Are Re-Entry Control (REC) procedures followed for system maintenance when required?

    References: NAVSEA SS521-AA-MAN-010
        Applicable PMS

                                        C   R   NA   UA

                                    ❑ Repeat
                                    ❑ Significant
                                    ❑ PMS

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23. (AD23) Are all divers outfitted with the minimum equipment? (i.e. wristwatch, mask, etc)

    References: NAVSEA 00C Authorized for Navy Use (ANU)
        U.S. Navy Diving Manual

                                        C   R   NA   UA

                                    ❑ Repeat
                                    ❑ Significant
                                    ❑ PMS

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ADMINISTRATION

COMMAND NAME:

LOCATION:

UIC:

DATE:

SURVEYOR(S):

NO. COMPLETE:

NO. REQ ACTION:

NOT APPLICABLE: