



**Risk Management Information (RMI)
DJRS/SIR Dive Log Auto Link Mishap Guide**

Dive Log Mishap(DJRS)

RMI Role Needed: **DJRS: DJRS User Role**

To submit a Mishap within a Dive Log, your DJRS Profile will need to have one of the following designations: **Diver Supervisor, Master Diver or Diving Officer**

- This section will guide you through reporting a mishap for a Dive Log.
- The option to submit a mishap will only be available once the Dive Log is in one of the three Review Stages (Dive Supervisor Review, Master Diver Review, Dive Officer Review)

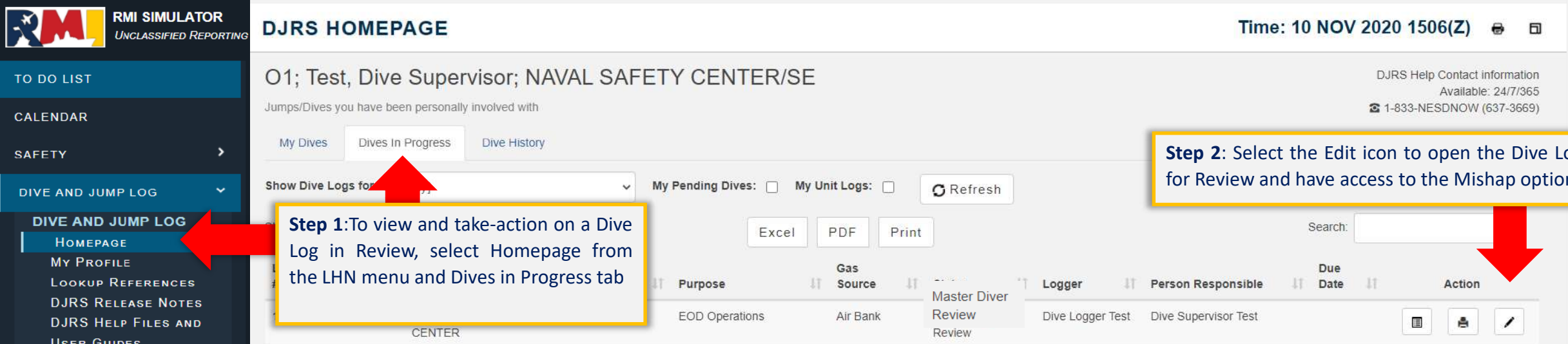
NOTICE: Users must create a Dive Log first in the DJRS Module before reporting the Mishap/Hazrep in the SIR Module

Entering the Mishap/Hazard into the Dive Log (Steps 1 & 2)

To annotate a mishap occurred within a Dive Log, the Dive Log must be in one of the 3 stages of review: Dive Supervisor Review, Master Diver Review or Diving Officer Review. This slide will give instruction on adding a Mishap to the Dive log while in **Log Stage: Dive Supervisor /Master Diver/Diving Officer Review**.

STEP 1: Locate the Dive Log by selecting: Homepage – Dives in Progress

STEP 2: Select the Edit Icon  to open the Dive Log for Review



The screenshot shows the DJRS HOMEPAGE interface. On the left is a navigation menu with 'DIVE AND JUMP LOG' expanded to 'DIVE AND JUMP LOG'. The main content area shows 'O1; Test, Dive Supervisor; NAVAL SAFETY CENTER/SE' under the 'Dives In Progress' tab. A table lists dive logs with columns for Purpose, Gas Source, Review, Logger, Person Responsible, Due Date, and Action. The 'Action' column contains icons for print, download, and edit (pencil). Red arrows and callout boxes highlight the navigation path and the edit icon.

Step 1: To view and take-action on a Dive Log in Review, select Homepage from the LHN menu and Dives in Progress tab

Step 2: Select the Edit icon to open the Dive Log for Review and have access to the Mishap option.

This same process will work for the Master Diver and Diving Officer if the Dive Log is in that specific Log Stage

Entering the Mishap/Hazard into the Dive Log

Not sure if you have Dive Supervisor capabilities? Check your DJRS Profile or reach out to your Dive Unit Manager

DJRS DIVE LOG EDIT #1965

Time: 10 NOV 2020 1506(Z)

DJRS Home / Dive Log Editor

General Information

Dive Log #	1965
Dive Logger *	Dive Logger Test
Type of Dive *	Chamber
Purpose	EOD Operations
Description	Dive Log Test/Mishap

Confirm the Log Stage is Dive Supervisor Review

Log Stage Dive Supervisor Review

Date of Dive * 11/10/2020

Controlling Unit * N63393 - NAVAL SAFETY CENTER

You will be able to make edits to the Dive Log at this time. If you cannot, the Log is not open in an Edit Status or you do not have access to the Log

Scroll down

Entering the Mishap/Hazard in Dive Supervisor Review Stage

STEP 3: Select “Yes” for “Did a Mishap/hazard Occur?”

STEP 4: Choose “On Which Dive” activity the mishap occurred

STEP 5: Select the “Divers Involved in the Event”

STEP 6: Enter a brief “One-Liner” to describe the event

STEP 7: Enter the **Dive Mishap Narrative**

STEP 8: Once Mishap information has been entered Select “**Create Mishap/Hazard**”

Entering the Mishap/Hazard into the Dive Log (Steps 3-8)

Dive Review

Step 3: Select "Yes" for "Did a Mishap/hazard Occur?"

Did a Mishap/Hazard Occur? Yes No

Step 4: Choose "On Which Dive" activity the mishap occurred

On Which Dive?
 Select a Dive
 Select a Dive
 Dive Activity #1(1619)
 Dive Activity #2(1620)

Step 5: Select the "Divers Involved in the Event"

Divers Involved in Event *

- Dive Supervisor - Dive Logger Test
- Activity #2470 - Dive Supervisor Test(Standby) - 0002[LS] 0002[LB] 0002[RS] 0002[MD]
- Activity #2471 - Dive Unit Manager Test(Standby) - 0002[LS] 0002[LB] 0002[RS] 0002[MD] 1[Sequence ID]
- Activity #2472 - DjrsTraining User25(Standby) - 0002[LS] 0002[LB] 0002[RS] 0002[MD] 2[Sequence ID]

Step 6: Enter a brief "One-Liner" to describe the event

Mishap/Hazard One-Liner *

Enter dive mishap one-liner with maximum 140 characters. Event Investigation one liners are intended to be concise, newspaper-like headlines that succinctly describe the event. The one liner should be informative and easily understood; abbreviate only when necessary. NOTE: The one liner will not contain privileged information.

Step 7: Enter the Dive Mishap Narrative

Mishap/Hazard Narrative

Enter dive mishap narrative with maximum 255 characters. This is a chronological narrative of significant events and/or actions that lead up to the Event. Times of significant events and/or actions should be integrated into the write-up. The sequence explains what occurred, but not why.

Step 8: Once Mishap information has been entered Select "Create Mishap/Hazard"

+ Create Mishap/Hazard

Lower-level options will not appear until you select "Yes" to "Did a Mishap/Hazard Occur?"

Entering the Mishap/Hazard in Dive Supervisor Review Stage

STEP 9: Click “ **Confirm**” when the Create SIR Mishap prompt appears

STEP 10: Click “ **OK**” when the Mishap/Hazard Created Successfully prompt appears

The screenshot shows a confirmation dialog box titled "Create SIR Mishap for 3 Divers". A red callout box points to the number "3" with the text "Information showing the number of Divers involved in the Mishap". Below the title is a warning: "Once submitted you will not be able to alter or delete your changes. Are you sure you want to Submit a Hazard/Mishap?". At the bottom, there are "Cancel" and "Confirm" buttons. A yellow callout box points to the "Confirm" button with the text "Step 9: Select 'Confirm'". Another red callout box points to the main text area with the text "A prompt will appear advising that once changes have been submitted, they cannot be altered or deleted."

The screenshot shows a success dialog box titled "Mishap/Hazard Creation was Successful." with an "OK" button. A red callout box points to the dialog with the text "You will receive this prompt that the Mishap was created successfully". A yellow callout box points to the "OK" button with the text "Step 10: Select 'OK'".

Note: In order to prevent duplicate events in RMI-SIR, Master Diver and Diving Officer should make sure that the Supervisor has not already created a Mishap/Hazrep log for the dive in question

Locating a Dive Mishap (Steps 1-3)

Option 1: Utilizing the Investigations Homepage

Step 1: Select "Homepage" within the SAFETY Submenu

Step 2: Select the "All" tab

Step 3: Select the "All" hyperlink

Expand the "My Organization's Investigations" header by selecting the icon

EVENT INVESTIGATION HOMEPAGE Time: 12 NOV 2020 1552(Z)

My INVESTIGATIONS

My ORGANIZATION'S INVESTIGATIONS

ALL AVIATION AFLOAT GROUND MOTOR VEHICLE

	ALL	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	HAZARD	INCIDENT	SAFETY STUDY	FLAGWORDS
OPEN	777	176	41	234	86	17	87	18	0	1
SIX MONTHS	39	4	2	10	2	2	4	15	0	0
ALL (OPEN & CLOSED LAST SIX MONTHS)	816	180	43	244	88	19	91	33	0	1
TOXICOLOGY TESTS RESULTS PENDING (LAST TWO YEARS)	4	1	0	2	0	0	0	1	0	0
LOCATION DATA WITHHELD	3	0	1	0	0	0	1	1	0	0
NEAR MESSAGE RELEASE DATE	26	3	0	0	0	0	1	0	0	0
LATE (OVERDUE MESSAGE) DETAILS	547	118	35	193	77	16	85	17	0	1
LAST MESSAGE REJECTED (OPEN)	6	1	1	4	0	0	0	0	0	0

Locating a Dive Mishap (Step 4)

Option 1: Utilizing the Investigations Homepage cont.

SEARCH EVENT INVESTIGATIONS RESULTS Time: 12 NOV 2020 1858(Z)

SEARCH PARAMETERS

Criterion	Values
Homepage Link:	My Organization's Investigations Open
Event Discipline:	Occupational (remove criterion)
Event Category:	Afloat (remove criterion)
Event Class:	All
Displaying Results:	25 out of 171

SEARCH REFINEMENT EXPAND ALL | COLLAPSE ALL | HIDE ZEROS

EVENT STATUS

INVESTIGATION	162
AWAITING REVIEW	5
AWAITING OC EVALUATION	4
CLOSED	0

▾ INVESTIGATION TYPE

▾ EVENT DISCIPLINE

▾ EVENT CLASS





▾ CATEGORY

▾ SUBCATEGORY

▾ LAST MESSAGE RELEASED


[Back to Event Homepage](#) [Search Event Inv](#)

To sort your search results, select the header you want to sort by.

ACTION	EVENT ID	INVESTIGATION STATUS	EVENT DATE ↑	DAYS OPEN	CATEGORY; SUBCATEGORY	CLASS	LAST MESSAGE STATUS	LAST MESSAGE RELEASE DATE	NEXT MESSAGE DUE (DAYS)	OBJECT 1 TIER 2	DUTY STATUS	CONV AUTH MAJCOM	CONV AUTH ORGANIZATION	ONE LINER
	971018	Investigation	29 OCT 2020	14	Afloat; COM				16	Chamber	On-Duty		NAVAL SAFETY CENTER	
									16		On-Duty		NAVAL SAFETY CENTER	

A Dive Mishap will be categorized as an "Afloat" mishap

Step 4: Locate the Mishap that needs to be updated and select the "Update Event" action icon

Reviewing the "One Liner" by hovering your cursor over the icon  will assist you in locating the Dive Mishap

Locating a Dive Mishap (Step 1-4)

Option 2: Utilizing Search Investigation

The screenshot shows the 'SEARCH EVENT INVESTIGATIONS' interface. The left sidebar contains a 'SAFETY' sub-menu with 'SEARCH INVESTIGATIONS' selected. The main form has the following fields and steps:

- Step 1:** Select "Search Investigations" within the SAFETY Submenu (indicated by a red arrow pointing to the sidebar).
- Step 2:** Select "Supervisor Report" from the Investigation Type drop-down (indicated by a red arrow pointing to the 'INVESTIGATION TYPE' field).
- Step 3:** Select "Occupational – Diving (on duty)" from the Event Type drop-down (indicated by a red arrow pointing to the 'EVENT TYPE' field).
- Step 4:** Select "On-Duty" from the Event Duty status category (indicated by a red arrow pointing to the 'EVENT DUTY STATUS' field).

Additional interface elements include a 'TO DO LIST', 'CALENDAR', and 'INVESTIGATIONS' menu. The top right shows the time '17 NOV 2020 1455(Z)'. A 'Scroll down' button is located at the bottom right of the form area.

Scroll down



Locating a Dive Mishap (Step 5)

Option 2: Utilizing Search Investigation cont.

LOCATION

NEAREST BASE:

OBJECTS

EVENT OBJECT TYPE: (YOU MAY ENTER UP TO 3 OBJECT TYPES)

1)

2)

3)

EVENT CONTAINS ANY OF THESE OBJECTS
 EVENT CONTAINS ALL OF THESE OBJECTS

GENERAL MDS GROUPING:

USAF MDS CATEGORY:

DOD MDS CATEGORY:

Results per Page:

Step 5: Select "Search Event Investigations" Submenu

Locating a Dive Mishap (Step 6)

Option 2: Utilizing Search Investigation cont.

SEARCH EVENT INVESTIGATIONS RESULTS Time: 12 NOV 2020 1858(Z)

SEARCH PARAMETERS

Criterion: My Organization's Investigations Open
Event Discipline: Occupational (remove criterion)
Event Category: Afloat (remove criterion)
Event Class: All
Displaying Results: 25 out of 171

SEARCH REFINEMENT EXPAND ALL | COLLAPSE ALL | HIDE ZEROS





EVENT STATUS

INVESTIGATION	162
AWAITING REVIEW	5
AWAITING QC EVALUATION	4
CLOSED	0

↓ INVESTIGATION TYPE
↓ EVENT DISCIPLINE
↓ EVENT CLASS
↓ CATEGORY
↓ SUBCATEGORY
↓ LAST MESSAGE RELEASED


[Back to Event Homepage](#) [Search Event Inv](#)

To sort your search results, select the header you want to sort by.

ACTION	EVENT ID	INVESTIGATION STATUS	EVENT DATE	DAYS OPEN	CATEGORY: SUBCATEGORY	CLASS	LAST MESSAGE STATUS	LAST MESSAGE RELEASE DATE	NEXT MESSAGE DUE (DAYS)	OBJECT 1 TIER 2	DUTY STATUS	CONV AUTH MAJ/COM	CONV AUTH ORGANIZATION	ONE LINER
	971018	Investigation	29 OCT 2020	14	Afloat; COM				16	Chamber	On-Duty		NAVAL SAFETY CENTER	
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A Dive Mishap will be categorized as an "Afloat" mishap

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Creating a Dive Mishap (Steps 1-5)

The screenshot shows the 'UPDATE EVENT INVESTIGATION' interface. On the left is a navigation menu with a red box around the 'UPDATE EVENT INVESTIGATION' section. A red message box at the top left states: 'EVENT 494180 CONTAINS DATA THAT IS NO LONGER VALID. PLEASE ADDRESS THE VALIDATION MESSAGES AT THE BOTTOM OF THE PAGE AND CLICK 'UPDATE EVENT INVESTIGATION' TO ENABLE THE MODULES BELOW.' The main form contains several fields with dropdown menus and radio buttons. Five callout boxes with arrows point to specific elements: Step 1 points to a document icon in the search bar; Step 2 points to the 'Investigation Type' dropdown menu; Step 3 points to the 'Cross Category' and 'Event Class' dropdown menus; Step 4 points to the 'Did the event occur on base?' radio buttons; Step 5 points to the 'Update Event Investigation' button at the bottom.

Step 1: Select the “Update Event Investigation” icon  from the Search Investigations Results page (previous slide)

Step 2: Select applicable “Investigation Type” from the drop-down menu

Step 3: Select applicable “Cross Category” and “Event Class” from the drop-down menu

Step 4: Select “Yes” or “No” for Did the event occur on base?

Step 5: Select “Update Event Investigation”

Lower-level options will not appear until you select the upper-level options

The Update Event Investigation page will display, but the Event Left-hand menu will display in red until Steps 5-9 are completed

Creating a Dive Mishap

The screenshot displays the RMI Simulator interface. At the top left is the RMI logo and the text "RMI SIMULATOR UNCLASSIFIED REPORTING ONLY". A search bar labeled "Search AFSAS..." is at the top center. The top right shows the user "E3; SirTraining, EventInvestigator" and the organization "NAVAL SAFETY CENTER". The page title is "INVESTIGATORS HOMEPAGE" and the time is "12 NOV 2020 1956(Z)".

A navigation sidebar on the left includes sections for "INVESTIGATORS", "GENERAL INFORMATION", "ENVIRONMENT", "RISK MANAGEMENT", "OBJECTS (0)", "PERSONS (1)", "NARRATIVE", and "DATA VIEWER".

The main content area shows a "MESSAGE" notification: "Successfully Saved Event Investigation." A red arrow points to this message with the text "RMI Messaging Confirming Event has been created".

Below the message, event details are displayed: "CLASS: C", "ACCTG ORG: Naval Safety Center", "EVENT DATE: 29 OCT 2020", "CONV AUTH: Naval Safety Center", "MSG IN WORK; DUE: Final; 16 days", and "ACCTG BASE: --".

The "INVESTIGATION PROCESS" is "Privileged Safety Investigation without a Promise of Confidentiality".

There are "SHORT LINKS" for "Event", "Messages", "Data Viewer", and "Worksheet".

An "INFORMATION" box states: "Document board composition by adding investigators. This information is used to: - Show More".

Two sections are visible: "0 INTERIM SAFETY BOARD" and "0 SAFETY INVESTIGATION BOARD". Both sections contain the text "No [Interim/Safety Investigation Board] Investigators have been entered yet." and a green "Add New Investigator" button.

Two red-bordered callout boxes provide additional information:

- One box points to the "PERSONS (1)" section in the sidebar, stating: "Information entered into DJRS Dive Log will carry over into the Mishap".
- Another box points to the "Add New Investigator" button in the "0 SAFETY INVESTIGATION BOARD" section, stating: "The Event is now an RMI SIR Event Investigation. For more information on completing an Event Investigation. Navigate to Help – Help Files and User Guides".

Help Desk

For more information, please reference RMI-SIR User Guides and Videos. To access, navigate to:

HELP → HELP FILES AND USER GUIDES → SIR HELP FILES AND USER GUIDES

**Need live assistance? Contact the NESD Help Desk:
24 hours a day/7 day a week/365 days a year
Phone: (833) 637-3669
Email: nesd.rmi.fct@navy.mil**