

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b> National Oceanic and Atmospheric Administration	POLICY 0301	VERSION 2.0
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		RESPONSIBLE POSITION FSO Chief	

## CATEGORY 0300 – DIVING

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### 1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations requirement that National Oceanic and Atmospheric Administration (NOAA) diving documents are to be maintained within 'Category 0300 – Diving' of the Document Management System (DMS).

### 2. Scope

- 2.1 This policy applies for all diving policies, procedures, instructions, and other relevant information required for the safe and effective operation of the program.

### 3. Policy

- 3.1 All NOAA Diving policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0300 – Diving' of the DMS to ensure valid documents are controlled and available, changes to documents are reviewed and approved by authorized personnel, and obsolete documents are removed.
- 3.2 NOAA Diving Program documents shall be included in this category.

### 4. Guidance

- 4.1 Associated procedures will provide guidance.
- 4.2 Required NOAA Diving Program documents:
- A. NOAA Scientific Diving Standards and Safety Manual – [http://www.ndc.noaa.gov/pdfs/NOAA\\_Scientific\\_Dive\\_Manual.pdf](http://www.ndc.noaa.gov/pdfs/NOAA_Scientific_Dive_Manual.pdf)
  - B. NOAA Working Diving Standards and Safety Manual

### 5. Responsibilities

No responsibilities associated with this policy.

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## 6. Definitions

<b>Policy</b>	Overarching direction or principle of action to be followed by all departments of an organization when performing any function. (Policies are considered the top level (1) in the document hierarchy.)
<b>Procedure</b>	Specified way to carry out an activity or a process. (Procedures are level two (2) in the document hierarchy.)
<b>Instructions</b>	Detailed, often step-by-step, documentation which describes how to perform a specific task. (Instructions are level three (3) in the document hierarchy.)

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## 7. References

No references associated with this policy.

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## 8. Authority

OMAO Policy 0101 – Document Management System

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## 9. Effect on Other Documents

None.