

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b>	POLICY 0301	VERSION 3.0
		EFFECTIVE DATE April 23, 2013	
	AUTHORIZED BY:  <u>/s/ RADM Michael S. Devany, NOAA</u> RADM Michael S. Devany, NOAA Director, Office of Marine and Aviation Operations	REVIEW DATE April 23, 2018	
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## CATEGORY 0300 – DIVING

### 1. PURPOSE

- 1.1. This policy provides the Office of Marine and Aviation requirement that National Oceanic and Atmospheric Administration (NOAA) diving documents are to be maintained within 'Category 0300 – Diving' of the Document Management System (DMS).
- 1.2. This revision:
  - 1.2.1. Reformats the document.
  - 1.2.2. Adds hyperlink to the NOAA Working Diving Standards and Safety Manual.

### 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 will be maintained within 'Category 0300 – Diving' of the DMS to make sure 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 will be included in this category.

### 4. GUIDANCE

- 4.1. Associated procedures will provide guidance.
- 4.2. Required NOAA Diving Program documents:
  - 4.2.1. NOAA Scientific Diving Standards and Safety Manual – [http://www.ndc.noaa.gov/pdfs/NSDSSM\\_rev1.pdf](http://www.ndc.noaa.gov/pdfs/NSDSSM_rev1.pdf)
  - 4.2.2. NOAA Working Diving Standards and Safety Manual – [http://www.ndc.noaa.gov/pdfs/NWDSSM\\_version%201.0.pdf](http://www.ndc.noaa.gov/pdfs/NWDSSM_version%201.0.pdf)

## 5. RESPONSIBILITIES

Associated documents will provide responsibilities.

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## 6. DEFINITIONS

<b>Policy</b>	Overarching direction or principle of action to be followed by 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. NOTES

Effect on Other Documents: None

Distribution:

DOCUMENT HISTORY		
Version	Description of Change	Effective Date
3.0	Added hyperlink for NOAA Working Diving Standards and Safety Manual.	4/23/2013
2.0	Revision	11/9/2009
1.0	Initial Document.	6/5/2009