
	OFFICE OF MARINE AND AVIATION OPERATIONS	POLICY 0350	VERSION 2.0
		EFFECTIVE DATE July 17, 2015	
	AUTHORIZED BY:  RADM David A. Score, NOAA Director, Office of Marine and Aviation Operations	REVIEW DATE July 17, 2017	
		RESPONSIBLE POSITION NOAA Diving Safety Officer	

DIVING UNIT SAFETY ASSESSMENT PROGRAM

1. PURPOSE

- 1.1. To provide policy guidance and authority to the Safety and Environmental Compliance Division (SECD), NOAA Diving Safety Officer (NDSO) to administer the Diving Unit Safety Assessment (DUSA) Program.
- 1.2. This version:
 - A. Simplified language.
 - B. Added reference(s) to SECD.
 - C. References to Web Hosted Assessment Manager (WHAM) database changed to generic database references.
 - D. Changed Unit Inspection Supervisor to Unit Inspection Lead Diver.
 - E. Revised reporting timetable.

2. SCOPE

- 2.1. This policy applies to all National Oceanic and Atmospheric Administration (NOAA) Line and Staff Offices (LO/SO) that conduct diving activities. The DUSA program evaluates NOAA diving unit adherence to NOAA Diving Program safety standards, policies, and procedures with emphasis on diving safety.

3. POLICY

- 3.1. The DUSA evaluates diving unit administrative records, diving equipment, dive compressor and gas storage systems, support equipment, operational procedures, and rescue procedures at NOAA Diving Units.
- 3.2. The NDSO assigns a DUSA Inspector (DI) to conduct an inspection, or elect to inspect the unit without assistance from a DI.
- 3.3. The NDSO schedules a DUSA for each dive unit every 36 months. The SECD Chief may authorize an extension not to exceed 48 total months since the previous DUSA.
- 3.4. The NDSO notifies the Unit Diving Supervisor (UDS) a minimum of 60 days prior to the planned DUSA inspection date to consider and agree on a suitable date (or dates) for the DUSA. If agreement does not occur, the NDSO may contact the UDS's Supervisor for assistance.
- 3.5. The NOAA Diving Unit Safety Assessment Program Standards and Procedures manual (DUSA Manual) provides detailed guidance to DUSA inspectors when planning for and conducting a DUSA.
- 3.6. The DUSA requires prior notification, a completed inspection with a completed, signed inspection checklist, a written corrective action plan (CAP) for any deficiencies, written notification when a CAP has been completed or delayed, a suspension letter (when required), and a reauthorization letter (if a suspension has occurred).

- 3.7. The NDSO retains and manages the DUSA records.
 - 3.8. The DUSA Inspector leaves a completed DUSA checklist with the UDS or his designee and fully debriefs the UDS on each finding prior to leaving the dive site.
 - 3.9. The DUSA Inspector shall immediately notify the NDSO when any deficiencies merit a diving unit suspension. The NDSO shall notify the NOAA Diving Program Manager (NDPM), the respective Line Office Diving Officer/Staff Diving Officer (LODO), and issue a suspension letter.
 - 3.10. The UDS shall submit a list of proposed corrective actions (CA), including a completion timetable, to the LODO for approval. The LODO shall forward the approved corrective action plan (CAP) to the NDSO and notify the NDSO when corrective actions (CA) have been completed.
 - 3.11. If a unit has been suspended, the NDSO will reauthorize the unit in writing after verifying that the corrective action plan is complete.
 - 3.12. All units shall complete an annual Diving Unit Self Inspection (DUSI).
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4. GUIDANCE

- 4.1. The "NOAA Diving Unit Safety Assessment Program Standards and Procedures Manual" (DUSA Manual) provides detailed DUSA procedures.
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5. RESPONSIBILITIES

5.1. NOAA Diving Safety Officer

- A. Administers the DUSA Program.
- B. Assigns DUSA Inspector(s) (DI) to DUSA projects.
- C. Contacts Diving Unit Supervisor no less than 60 days prior to planned DUSA inspection date.
- D. Schedules unit re-inspections as necessary.
- E. Notifies diving units of impending DUSAs, suspends diving units for unsafe conditions, issues deficiency reports, suspension letters, and re-authorization letters as appropriate.
- F. Notifies Diving Program and OMAO chain of command about unsafe conditions and progress on corrective actions
- G. Assists LODO/SODO as necessary to ensure completion of corrective actions.
- H. Suspends unsafe diving operations.
- I. Maintains DUSA records.
- J. Provides periodic reports to OMAO chain of command.

5.2. DUSA Inspector

- A. Is appointed by and reports to the NDSO for all DUSA related activities.
- B. Conducts DUSA inspections.
- C. Defines the scope and purpose of the DUSA to the UDS and/or Unit Inspection Lead Diver (Lead Diver) during a pre-DUSA briefing.
- D. Provides list of inspection findings, including any suspensions, to the UDS/Unit Inspection Lead Diver, and the ship command at the exit briefing. Invites program managers (i.e. Laboratory Directors) to attend exit briefing.
- E. Terminates a DUSA if continuing would create unnecessary risk to personnel or if any condition exists that hampers a unit's ability to complete diving operations.
- F. Immediately notifies the onsite supervisor or ship command and the NDSO if the DUSA is terminated or delayed for safety reasons, or if any findings warrant a unit suspension.
- G. Submits completed DUSA Checklist to the NDSO within five (5) business days of completing DUSA.

5.3. Line Office Diving Officer/Staff Office Diving Officer

- A. Ensures all Unit Diving Supervisors cooperate and participate in DUSA as needed.
- B. Reviews DUSA deficiencies with UDS.
- C. Assists UDS with CAP.
- D. Approves CAP and completion timetable.
- E. Provides written CAP to NDSO within 10 business days of receipt from UDS (25 days post DUSA).
- F. Tracks CAP and notifies NDSO in writing once CAP is complete for each dive unit.
- G. Assumes responsibility for all DUSA corrective actions.

5.4. Unit Diving Supervisor

- A. Ensures their unit divers cooperate and participate in DUSA as needed.
- B. Forwards notice of scheduled DUSA to the appropriate sub-unit(s) no less than twenty-five (25) days prior to commencement of the DUSA if not co-located at the unit being inspected.
- C. The UDS may assign a qualified Lead Diver to attend the inspection.
- D. Prepares a CAP and submits the CAP to their LODO/SODO within fifteen (15) business days of receipt of the DUSA report.
- E. Proposes timely completion dates for each corrective action.
- F. Ensures corrective actions are completed.
- G. Notifies LODO/SODO upon completion of corrective actions or when a corrective action cannot be completed in the agreed upon time period.

5.5. Unit Inspection Lead Diver (Lead Diver)

- A. Ensure divers cooperate with DUSA inspector and participates in inspection process.
- B. Notifies his sub-unit divers of a DUSA 20 days prior to date of inspection.
- C. Coordinates with the UDS and the DUSA Inspector to schedule divers and support persons, ensure equipment is available for inspection, lead dive operations, and accompany DI during assessment).
- D. Ensures equipment is laid out, records are available, and personnel are onsite and available for DUSA at the appointed date and time.
- E. Coordinates resolution of all corrective actions with the UDS.
- F. Notifies UDS upon completion of all corrective actions.
- G. Notifies UDS when corrective actions cannot be completed in the time allowed in the CAP.

6. DEFINITIONS

Dive Unit Safety Assessment (DUSA)	Periodic Dive Unit inspection program administered by OMAO Safety and Environmental Compliance Division (SECD)
NOAA Diving Safety Officer (NDSO)	Administrates DUSA Program
Line Office Diving Officer/ Staff Office Diving Officer (LODO/SODO)	Individual(s) appointed to oversee and direct diving activities within a specific NOAA Line Office. LODO/SODO serve as voting members on the NOAA Diving Control and Safety Board. NMFS and NOS each has a Deputy LODO.
NOAA Unit Diving Supervisor (UDS)	NOAA full time employee directed to oversee and approve diving activities within their respective unit and to administer to the needs of assigned divers.
Unit Inspection Lead Diver (Lead Diver)	Onsite unit representative during DUSA. Typically a ship Diving Officer, a Divemaster, or a Lead Diver.
DUSA Inspector (DI)	The trained individual who conducts a DUSA.
DUSA Team	When more than one individual(s) conducts a DUSA.

Corrective Action Plan (CAP)

Plan submitted by UDS identifying corrective actions and the timetable for completing corrections.

7. REFERENCES

NOAA Administrative Order (NAO) 209-123, NOAA Diving Program http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_209/209-123.html

NOAA Scientific Diving Standards and Safety Manual, Section 1.1 http://www.ndc.noaa.gov/pdfs/NSDSSM_rev1.pdf

NOAA Working Diving Standards and Safety Manual, Section 5 <http://www.ndc.noaa.gov/pdfs/NWDSSM,%20July%2014,%202011.pdf>

Code of Federal Regulations (29 CFR § 1910.401(a)(2)(iv)) <http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=29&PART=1910&SUBPART=T&TYPE=PDF>

NOAA Diving Program Unit Diving Inspection Checklist NOAA Form 57-03-03 https://inside.oma.noaa.gov/dive/uds_corner/forms_and_planning/annual_forms/NDP_Unit_Inspection_Checklist_rev.pdf

Diving Unit Safety Assessment Operational Standards and Procedures Handbook

8. AUTHORITY

Department of Commerce, Department Organization Order 25-5, Section 5.05 http://www.osec.doc.gov/opog/dmp/doos/doo25_5.html

9. NOTES

Effect on Other Documents: Supersedes all previous versions of OMAO Policy 0350 – Diving Unit Safety Assessment Program

Distribution: NDC, MOC-A/P, LODO/SODO, NOAA Ships, all NOAA Divers

DOCUMENT HISTORY		
Version	Description of Change	Effective Date
2.0	Revised NOAA Acting DSO 1. Simplified language 2. Added reference(s) to SECD 3. References to Web Hosted Assessment Manager (WHAM) database changed to generic database references. 4. Changed Unit Inspection Supervisor to Unit Inspection Lead Diver 5. Revised reporting timetable	7/17/2015
1.0	Initial Document.	8/8/2011