

All diving

Diving - Crew Change Verification

BA-DIV-001

Purpose: Completed by the Client Representative at every diving crew change, for both surface supplied and saturation operations, to verify that competence and briefing barriers are re-established for the incoming team.

Frequency: Every crew change | **Applies to:** All diving | **Response set:** Yes / Partial / No / N/A, with a note and evidence against each item

Basis: publicly available industry guidance, principally IMCA and IOGP. This framework does not replace the diving contractor's safety management system, the client's own risk assessment, or applicable national legislation. | **Complete online at** barrierassurance.com

#	Question	Guidance and reference	Y / P / N / NA
1	Have the qualifications, certificates and diving medicals of arriving personnel been checked on arrival?	Check on arrival against the Personnel Matrix, not from a matrix issued earlier in the campaign. Ref: IMCA D018 (examination and testing); IMCA D040 · IMCA D014; IMCA D050 · IMCA D014; IMCA R020 (ROV intervention) · IOGP 411; IOGP 431 (worksite representative)	
2	Are Letters of Appointment in place for the incoming supervisors and technicians?	Diving Supervisor, life support supervisor and technicians, and the diving hat technician where one is required. Ref: IMCA D023 (DESIGN, surface supplied); IMCA D018 · IOGP 411; IOGP 431 (worksite representative)	
3	Is the Diving Supervisor CPD accreditation profile current for the incoming supervisor?	A named requirement of the client's diving practice. Ref: IMCA D018 (examination and testing); IMCA D040 · IMCA D061 (health, fitness and medical issues)	
4	Has everyone completed the vessel or worksite induction?	Includes muster arrangements and the dive site exclusion zone. Ref: IMCA D014; IMCA R020 (ROV intervention) · IOGP 411; IOGP 431 (worksite representative)	
5	Has the contractor's familiarisation process been applied for the diving system and integrated vessel systems?	A named saturation risk assessment action, and good practice for any spread. Answer against the mode in use. Ref: IOGP 411; IOGP 431 (worksite representative)	
6	Has the incoming shift been briefed on the current scope, the risks and the emergency arrangements?	The briefing should name the current dive plan or bell run, not the scope in general. Ref: IMCA D046 (operational communication) · IMCA D014; IMCA R020 (ROV intervention)	
7	Has the incoming supervisor been walked through the worksite arrangements, exclusion zones and current SIMOPs?	Umbilical routing for surface supplied; bell handling area and lifting restrictions for saturation. Ref: IMCA D018 (examination and testing); IMCA D040 · IMCA D060 (lifting operations); IMCA D007 (overboard scaffolding) · IMCA D060; IMCA D024 · IMCA D024; IMCA D018	
8	Has the incoming crew been briefed on the project-specific hazards recorded in the project supplement?	Marine life, water quality, temperature, tidal or current regime, security. Answer N/A only where the supplement records none. Ref: IMCA D021 (contaminated waters); IMCA D061	
9	Was a first-dive or first-run emergency drill completed for the incoming team?	Tests the standby diver's equipment and the team's response, not only the individual. Ref: IMCA D014; IMCA R020 (ROV intervention) · IMCA D052 (hyperbaric evacuation); IOGP 478; IMCA D053, D063	
10	Has the handover covered open actions, degraded barriers and outstanding permits?	Anything still answered No or Partial on any checklist must be handed over explicitly. Ref: IOGP 411 (recommended practices for diving operations) · IOGP 411; IOGP 431 (worksite representative)	