

NOAA DIVING PROGRAM
UNIT DIVING INSPECTION CHECKLIST

Unit Line Office: _____ Date of Inspection: _____

Unit: _____ Unit Location: _____

Inspector: _____ Phone: _____

E-mail: _____ Date of Last Inspection: _____

Purpose:

The Unit Diving Inspection Checklist was developed for Unit Diving Supervisors (UDSs) and Divemasters to conduct annual unit self-inspections. Individual units (including ships and sub-units) are responsible for ensuring that this inspection is completed and documented. Annual inspections by units, sub-units, and ships are REQUIRED by the NOAA Diving Program.

Instructions:

This inspection checklist provides NOAA wide guidelines for the condition and requirements of dive units/lockers to ensure unit operational readiness and safety. When completing the checklist, be critical and thorough in identifying deficiencies. Upon completion, the results are to be forwarded to your Line Office Diving Officer (LODO)/Fleet Diving Officer (FDO). A copy of the completed checklist should also be kept at the unit. After careful review, the LODOs will forward the completed checklists to the NOAA Diving Center. Any discrepancies are to be evaluated by the UDS/LODO/FDO and corrected by the unit as soon as possible.

Completed checklists are due annually to the unit LODO by January 15. Checklists are due from the LODO to NDC by January 31. Contact your immediate diving supervisor or the NOAA Diving Center if you have any questions about this self-inspection process.

List of Inspection Areas:

- A. Administration
- B. Training
- C. Diving Equipment
- D. Air Compressor System and Stowage
- E. Support Equipment
- F. Inspection Comments and Recommendations

A. Administration

- A1. Does the unit have a prepared diving accident management plan for each operational diving area?
- A2. Is a qualified diver assigned as Divemaster (must have successfully completed NOAA Divemaster training)?
- A3. Are the latest NOAA Diving Regulations on hand (available at unit/sub-unit or onboard ship)?
- A4. Are the latest compressor air sample reports on hand?
- A5. Is the current edition of the NOAA Diving Manual on hand?
- A6. Are all NOAA Diving Safety Bulletins onboard (ships only)?
- A7. Are there sufficient numbers of qualified divers at the unit?
- A8. Does each diver have a NOAA Diver identification card?
- A9. Are all assigned divers authorized to dive?
- A10. Are copies of the "Dive Safety Ship Operations Checklist" onboard (ships only)?
- A11. Is a unit log maintained for diving activities conducted at the unit (contents to include operational diving information, training accomplished, drills, monthly meetings, etc.)?

Explain any "No" answers:

B. Training

- B1. Are all divers currently certified in CPR and First Aid?
- B2. Have all divers received refresher training in the operation of oxygen resuscitators in the past 12 months?
- B3. Has refresher training been conducted for divers on decompression tables, recognition and treatment of diving related disorders, and dive rescue techniques in the past 12 months?
- B4. Have all divers conducted in-water skills practice (buddy breathing, mask clearing, regulator recovery, etc.) in the past 12 months?
- B5. Have all divers conducted dive accident management and in-water emergency drills in the past 12 months?
- B6. Are all divers trained in the proper operation of the unit air compressor/system for charging scuba cylinders?

List all training conducted by unit in the previous year:

Explain any "No" answers:

C. SCUBA Diving Equipment and Storage

- C1. Is diving equipment stored in a secure, properly ventilated space free of noxious fumes and corrosive elements?
- C2. Is there sufficient room to allow for proper maintenance and organization of equipment?
- C3. Is equipment stored properly and well organized?
- C4. Have all divers performed an annual inventory of SEP gear issued?
- C5. Have all scuba regulators and AGAs been overhauled in the past 12 months and documented?
- C6. Is all equipment free from corrosion or deterioration?
- C7. Is all diving equipment that is in need of repair, inspection, or testing, properly labeled as such and kept separate from operational gear?
- C8. Are all dry suits in good condition and functional?
- C9. Are all wet suits and related equipment (hoods, gloves, boots) in good condition?
- C10. Are all scuba cylinders within hydrostatic test date?
- C11. Have all scuba cylinders received visual inspection in the past 12 months and been labeled accordingly?
- C12. Are all scuba cylinders containing a breathing media other than compressed air (i.e., Nitrox) labeled accordingly?
- C13. Is equipment used with gas mixtures containing oxygen concentrations of 40% or greater cleaned and approved for oxygen service?

Explain any "No" answers:

D. Air Compressor System and Stowage

- D1. Is a scuba cylinder fill system located at the unit? (If “No”, skip to section E.)
- D2. Are all valves in the system labeled as to their function?
- D3. Are the operation procedures posted for the air system and compressor?
- D4. Are the air system lines properly labeled?
- D5. Has an air sample from the system been taken in the last 6 months?
- D6. Is there a logbook documenting the operational and maintenance history of the compressor and the air system?
- D7. Is the compressor manufacturer repair and maintenance manual available for reference at the unit?
- D8. Are compressor manufacturer repair and maintenance guidelines followed?
- D9. Have compressor oil and air filters been changed in the past 12 months or in accordance with manufacturer’s specifications, and documented?
- D10. Are filter cartridge canisters inspected annually for corrosion and pitting before inserting new filter?
- D11. Have all pressure gauges been calibrated or compared in the past 12 months and documented?
- D12. Are all valve fittings and gauges rated for the working pressure of the system in which they are installed?
- D13. Has the scuba charging whip been visually inspected for damage or deterioration?
- D14. Are all HP and LP air lines properly secured to prevent injury?
- D15. Are charging whips properly secured to prevent injury to personnel during cylinder filling operations?
- D16. Is the compressor room clean and free of flammable materials?

- D17. Are the ventilations supply and exhaust systems in the compressor room working properly and sufficient for installed machinery?
- D18. Is the air intake located and clearly labeled in an area that is free of potential contaminants to the air supply?
- D19. Are air system/filling whips, compressor intake hoses, and ports capped when not in use?
- D20. Have all air cylinders (banks or cascade) been hydrostatically tested and documented?
- D21. Are compressor relief valves tested annually and documented?
- D22. Is ear protection available for the compressor operator?
- D23. Are cooling fans and belts on the air compressor in good condition?
- D24. Are inter-stage and crankcase cooling fins clean and in good condition?
- D25. (RIX only) Are the compressor rod end bearings and thrust bearings greased and in good condition?
- D26. Is the correct type of compressor oil being used?
- D27. Are all HP storage cylinders stored and operated in a vertical position?
- D28. Are all storage cylinders with “☆” (star) serviced every 5 years if part of a bank of cylinders?

Explain any “No” answers:

E. Support Equipment

- E1. Is there an equipped Divemaster kit at the unit?
- E2. Is there an equipped medical First Aid kit at the unit?
- E3. Are all medications in the First Aid kit within listed expiration dates?
- E4. Is there a portable oxygen kit available for diver use at each dive site?
- E5. Is monthly maintenance performed and documented on the oxygen kit demand valve, resuscitator, and cylinders?
- E6. Have all oxygen kit demand valves (Elder valves) been tested in the past 12 months?
- E7. Are all oxygen kit cylinders within hydrostatic test date?
- E8. Are all oxygen kits stowed in a clean, protected, clearly labeled space?
- E9. Are all oxygen kits in good working order?
- E10. Is there a reserve supply of oxygen available and sufficient for all operating areas?
- E11. Is there a backboard at the unit that is in good condition and available for diving emergencies? (Required for ships, recommended for other units)

Explain any "No" answers:

F. Inspection Critique and Recommendations: