

Dive Manager's Check List

The following checklist may be useful as an aide memoir for Dive Managers when getting a trip together. It is by no means entire in its contents but equally, some items may not be necessary depending on the type of diving being done. It may help to ensure you've not forgotten something obvious though.

Site Info:-

- Tide tables
- Charts
- Tidal flow information
- O S maps
- Dive site guide books
- Wreck info. (slack times etc.)
- Air fill stations (location & opening times)
- Launch slip details (drying times at low tide, opening & closing times)
- Harbour details
- Waypoints, GPS coordinates, transits
- Other navigation aids (compass)
- Chart plotting tools

Safety & Equipment:-

- First aid kit
- O2 kit and spare cylinder (cylinders full - checked)
- Boat & equipment (VHF, GPS, Sonar, Oars, fuel + reserve, fire extinguisher, anchor, shot, tube pump, spare wheel for trailer, tyre pressures checked, light board... etc.)
- Hand held VHF (battery charged)
- Mobile phone, or location for nearest public phone
- Watch/timer
- Binoculars
- Throw-line
- Drinking water
- Oil checked in boat engine

Who & What:-

- List of divers (fit & qualified)
- Buddy pairings (experience levels, interests)
- Assistant DM
- Diver contact numbers & mobile numbers
- Boat tower organised
- Boat handlers (x 2)
- O2 administrators (x 2)
- First Aiders (x 2)
- Facilities; Parking arrangements, toilets, refreshments, dive shop location
- Accommodation arrangements (pub location, restaurants etc.)
- Joining instructions issued to divers & understood
- Lunch arrangements or surface interval harbour
- Weather checked

Contacts:-

- Coastguard (phone number & VHF channel)
- Harbour authorities (phone number & VHF channel)
- Recompression emergency phone numbers
- Hospital location & phone number
- Met-call weather forecast – shipping forecast
- Next of Kin Contact numbers
- Accommodation phone number
- Day-boat skippers phone number

Other:-

- Permissions obtained for dive sites (if applicable)
- Dive kit (number of cylinders required for the trip, SMB's, torches etc.)
- Qualification records & logbooks
- Dive log sheets (+ watch, clipboard & pencil)
- Fuel station location for refuelling the boat