

## Checklist for Compiling and Reviewing Safety Plans.

	<b>Diving and Snorkelling</b>	Yes	No	NA
<b>1</b>	<b><u>Risk Assessment</u></b>			
1.1	Is the risk assessment specific and in accordance with the conditions on location?			
1.2	Does the risk assessment take different means of transport to the location into account, if applicable, i.e., boat, car, etc.?			
1.3	Does the risk assessment take different seasons of the year, weather, and other natural conditions into account?			
1.4	Does the risk assessment take the distance to third party assistance and traveling time, if third party assistance is needed, into account?			
1.5	Does the risk assessment take the different capabilities and fitness of the participants into account?			
1.6	Does the risk assessment take infection prevention into account?			
<b>2</b>	<b><u>Rules on Work Procedures</u></b>			
	<b>Tour Preparation and Pre-Tour Information</b>			
2.1	Do the rules on work procedures state the required capabilities of the participants such as age, physical fitness etc.?			
2.2	Is it clear that customers must have a valid diving certificate to take part in a diving session? Are the qualifications that are prerequisites for diving clear?			
2.3	Do the rules on work procedures state how divers are informed about qualifications and required certificates?			
2.4	Do the rules on work procedures state how participants must be dressed and equipped for safety reasons?			
2.5	Is it clear how participants are informed in advance about the facilities on location?			
2.6	Is there a checklist on practical items that must be reviewed with participants at the beginning of a tour? (toilet facilities, access to drinks, meal breaks, places where extra care is needed, local conditions etc.)?			
2.7	Is it clear how participants are briefed on the dive ahead?			
2.8	Is there a checklist for items that need special attention when preparing for a tour? (Weather forecast, previous participants' reviews of the tour etc.).			
	<b>During the tour</b>			
2.9	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.10	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
2.11	Are there guidelines regarding the line-up of groups, who should be at the front, who brings up the rear etc.?			
2.12	Are there guidelines on how to navigate potentially dangerous areas (i.e., shallows, strong currents), where are for instance the least experienced located in the group, who goes first/last?			
2.13	Do the rules on work procedures contain guidelines on the maximum number of participants per tour guide? Factors such as conditions on location and the capabilities of participants must be considered.			
2.14	Do the rules on work procedures state when a security diver should be ready on land?			

2.15	Are there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			
	Equipment et al.			
2.16	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it if, needed?			
2.17	Is there a checklist for the equipment of tour guides?			
2.18	Is there a checklist for safety equipment and other shared equipment? *			
2.19	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			
2.20	Are infection prevention measures covered in the rules on work procedures?			
	<b>Staff Competency Requirements</b>			
2.21	Are clear requirements about experience, training, skills, and knowledge of tour guides listed in the rules on work procedures? (Including competency in using necessary equipment for diving and telecommunications, ability to assess weather and other conditions, search and rescue skills and skills in rescuing self, etc.)			
2.22	Are the requirements made to other staff members clear?			
2.23	Are the requirements for training and skills in accordance with different grades of rivers/tours?			
2.24	Are the requirements on First Aid training clear?			
2.25	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
2.26	Do the rules on work procedures state how the safety plan is presented to tour guides and other employees? Is the follow up, on that the operations are carried out according to the safety plan, described?			
<b>3</b>	<b>Contingency Plans</b>			
3.1	Are contingency plans for various incidents/mishaps such as accidents, illness, contagious diseases, and natural disasters in place?			
3.2	Are the contingency plans in a handy format so that the tour guide can easily take them along on all tours?			
3.3	Is the tour guides scope of work, responsibility, and authority to make decisions and submit information clearly stated?			
3.4	Is the division of work responsibilities and the role of each employee clear?			
3.5	Does the contingency plan state clearly when to ask for third party assistance? It is preferable to ask for assistance if in doubt and then revoke the request if assistance is not needed.			
3.6	Do the contingency plans cover assisting other participants in the tour in case of mishaps or incidents?			
3.7	Do the contingency plans state how to get assistance to the location, helicopter, car, rescue team etc.?			
<b>4</b>	<b>Incident Reports</b>			
4.1	Are incident reports included in the security plan?			
4.2	Is it clear that incident reports must always be filled out in case of incident/mishap, accident or near accident?			
	Does the safety plan state that it must be regularly updated and revised?			

\*Safety equipment should for instance be portable oxygen resuscitator, First Aid equipment, telecommunications equipment, spare diving equipment etc.

Please also consider:

Do the rules on work procedures contain guidelines to ensure that nature and the environment are treated responsibly and in accordance with the Vakinn quality certification criteria?

This checklist is not conclusive, it is recommended to use the Vakinn quality criteria no. 216 *Diving and Snorkelling* for further reference.