Diving Safety Management System (DSMS)
Submission Cover Sheet

Form

Document No: N-04500-FM1000 A227917

Date: 5/05/2020

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| **Part 1 – Details of Person** (diving contractor and person making submission) |
| Diving Contractor Name: |   |
| Australian Address: |   | Phone: |   |
| Email: |   |
| Name of person making submission: |   | Signature: |  |
| Position: |   | Date: |   |

| **Part 2 – Diving Contractor Diving Activity Type** |
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| Type of diving - please select one or more (as relevant) from the following: |
| Surface air |[ ]  Surface mixed gas |[ ]  Saturation/bell |[ ]  Manned submersible |[ ]

| **Part 3 – Submission Details** (principal document only) |
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| Document Title: |   |
| Document No: |   | Revision: |   | Issue Date: |   |
| Brief Description: |   |
| Select relevant jurisdiction(s): | Commonwealth |[ ]  Victoria \* |[ ]   |
| \* Note: Designated Coastal Waters (DCW). DSMS for diving activities in DCW of any State (other than Victoria) or of the Northern Territory must be submitted to the relevant State / NT Agency or Authority. |

| **Part 4 – Submission Basis** (reason for making this submission) |
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| Submission Type (Note 2) | **tick one –( a) or (b)** |
| (a) | Initial (New), Reg 4.5 *– go to Part 5* | [ ]  |
| (b) | Revision, Reg 4.6 – *go to Revision Trigger(s)* | [ ]  |
| Revision Trigger(s) (Note 2) | **(select all that apply)** |
|  | Change in technical knowledge or in the assessments of hazards relevant to diving projects Reg 4.10 (a) | [ ]  | and/or |
|  | Significant change to method of operation, procedures or equipment, Reg 4.10 (b) | [ ]  | and/or |
|  | Requested by NOPSEMA, Reg 4.10 (c) | [ ]  | and/or |
|  | A number of minor changes result in the DSMS being significantly different from the latest version, Reg 4.10 (d) | [ ]  | and/or |
|  | Revision after five years, Reg 4.10 (e) | [ ]  |  |

| **Part 5 – Diving Contractor Check of Submission for Completeness**  | **Yes ✓** |
| --- | --- |
| 1 | Submission is being made by the diving contractor (or their agent) | [ ]  |
| 2 | There is a cover letter (or this form) seeking acceptance by NOPSEMA under the applicable regulations (Note 3) | [ ]  |
| 3 | Details of the consultation that has taken place with divers and other members of the workforce, including details of comments made and changes made as a result of the consultation (Note 4) | [ ]  |
| 4 | A completed DSMS concordance table is enclosed (Note 5) | [ ]  |
| 5 | One (1) electronic copy of the submission is enclosed (Note 6). Note: No hard copy is required. | [ ]  |

| **Part 6 – Issue Resolution** (office use only) |
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| Issues with item(s)  | List item No(s) | were discussed with | Enter NOPSEMA contact | on | Click for date |

Instructions for use:

1. This form is intended for use by diving contractors as a pre-submission check and cover page for diving safety management system submissions being made directly to NOPSEMA.
2. Diving contractors should complete Parts 1, 2, 3, & 4 and use Part 5 as a checklist to ensure all items have been addressed/included as part of the submission.
3. For any item in Part 5 that is unable to be checked in the affirmative the diving contractor should contact NOPSEMA and complete Part 6.
4. The completed form should be included with the DSMS submission.
5. Submission of electronic copies should be made **via secure file transfer** at <https://securefile.nopsema.gov.au/filedrop/submissions> (NOPSEMA-preferred) or **via email** to submissions@nopsema.gov.au. Submissions of hard copies are not required and will generally be returned to the sender, as this is not NOPSEMA’s preferred format for submissions.

Notes:

1. Diving contractors should select the relevant jurisdiction(s) to which the DSMS submission applies.
2. All regulations quoted in this form are from the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009* [OPGGS(S)]*.*  Equivalent regulations may apply in State and Northern Territory designated coastal waters where the requirements of the Commonwealth regulations have been mirrored and where powers have been conferred on NOPSEMA. Currently only the Victorian *Offshore Petroleum and Greenhouse Gas Storage Regulations 2011* confers powers on NOPSEMA. Therefore, if the DSMS submission relates to diving activities in Victorian designated coastal waters, please include Victoria as a relevant jurisdiction and select the equivalent Commonwealth regulations when completing this form.
3. Regulations identified in Part 4 of this form.
4. *OPGGS(S) Regulation 4.18 (2) When submitting a DSMS to NOPSEMA for acceptance, the diving contractor must set out in writing, details of the consultation that has taken place, including:*
5. *submissions or comments that have been made during the consultation; and*
6. *any changes that have been made to the DSMS as a result of the consultation.*
7. A copy of the DSMS concordance table can be downloaded from:

http://www.nopsema.gov.au/safety/diving-operations/

1. Single Adobe Acrobat file, fully searchable, full size drawings (if applicable) and unprotected.

**Privacy Notice**

NOPSEMA collects your personal information so that it can administer the OPGGSA 2006 and associated regulations. If you do not provide your personal information, NOPSEMA will not be able to contact you in relation to your submission.

NOPSEMA will not use or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to NOPSEMA’s enforcement activities. Your personal information may be disclosed to the following organisations, entities or individuals:

* individuals who make a request under the *Freedom of Information Act 1982*
* the Australian National Audit Office and other privately-appointed auditors
* other law enforcement bodies (for example, the police or the Coroner)
* NOPSEMA’s legal advisors.

NOPSEMA may occasionally be required to disclose information to overseas recipients in order to discharge its functions or exercise its powers, or to perform its necessary business activities.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA’s Australian Privacy Principles (APP) Privacy Policy at [www.nopsema.gov.au/privacy](http://www.nopsema.gov.au/privacy). If you have an enquiry or a complaint about your privacy, please contact NOPSEMA’s Privacy Contact Officer on (08) 6188 8700 or by email at privacy@nopsema.gov.au.