

Dear

APPOINTMENT OF DIVING SUPERVISOR - <name>

In accordance with my duties as Diving Contractor under Regulation 6 (2) (b) of the Health and Safety Diving at Work Regulations 1997, I hereby appoint you as a named Diving Supervisor for diving operations where the Natural Environment Research Council is the contracting body. Your appointment lasts from **dd mmm yyyy** to **dd mmm yyyy**. Reappointment will be considered after this period and is dependent on providing evidence of being competent to supervise diving operations under the Scientific Diving Supervisory Committee competencies for Scientific and Archaeological diving operations.

Following guidance obtained from the Health and Safety Executive (HSE) it is permissible for me as Diving Contractor, under the HSE Scientific and Archaeological Diving Projects Approved Code of Practice interpretation of Regulation 5, to instruct suitable employees to ensure the competence of the Diving Supervisor for each diving operation on my behalf, prior to the diving operation commencing. To this end, your appointment as Diving Supervisor for every diving operation you are supervising must be verified by **<name(s) of suitable employee>**. This verification must be entered into the Diving Operation Record sheet.

Before a diving operation that you are supervising commences, it is your duty as a named Diving Supervisor:

- to be familiar with the overall Diving Project Plan under which the Diving Operation is to be undertaken;
- to have read, agreed with and have a copy of all the relevant risk assessments;
- to have checked the competencies and qualifications of the diving team; and
- to have checked the equipment and associated plant for the diving operation.

You must indicate on the Diving Operation Record sheet that the above checks have been undertaken by you prior to every diving operation taking place.

Thank you for agreeing to take on this very important role on behalf of **<research centre name>**.

<Signed name>

<Research centre name> Diving Contractor