

ANDAMAN AND NICOBAR ADMINISTRATION

DIRECTORATE OF TOURISM

A & N Islands

**Guidelines for Operations of
Submersible Scooter**

in

Andaman & Nicobar Islands

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 87, पोर्ट ब्लेयर, सोमवार, 05 जून, 2017

No. 87, Port Blair, Monday, June 05, 2017



Directorate of Tourism

पर्यटन निदेशालय

Andaman & Nicobar Administration

अण्डमान तथा निकोबार प्रशासन

F. No. 1-147/TSM/WS/2014

Port Blair, date 05th June 2017

GUIDELINES FOR OPERATION OF SUBMERSIBLE SCOOTER (SUB-SCOOTER)
IN A&N ISLANDS

1.0 Purpose of Guidelines

The guidelines for the Submersible Scooter is to ensure that the activity is performed with due regard to safety concerns of all and conservation of ecology and environment. The standards for equipments and operating procedures defined herein are intended to establish the minimum acceptable norms for safe and responsible operation of the activity in the islands. Guidelines is in coherence with "Tourism Policy 2010" envisaging to encourage Self Regulation and established a simple system for operation of the activity as envisaged in Ease off doing Business.

2.0 General Definitions

- 2.1 Administration** means Andaman & Nicobar Administration, Port Blair.
- 2.2 Ferry Vessel** means vessel to ferry the guests/tourists from shore to the Launching Platform /Pontoon as the case may be.
- 2.3 Launching Platform** means a vessel / pontoon used for descending the sub-scooter into the sea. The launching platform should hold a registration by the Competent Authority.
- 2.4 Nodal Department** means the Directorate of Tourism, A & N Administration, Port Blair.
- 2.5 Operating Area** means the area permitted by the Administration for operation of sub-scooter recreational activity.
- 2.6 Operator** means the firm/company /individual/organization who owns/ runs/ manages the Sub-Scooter recreational operations undersea with a valid permit issued by the Nodal Department.
- 2.7 Site Manager** means the person who shall be present at the "Operating Area" all the times to supervise the operations and equipments. He should be a certified Dive Instructor (PADI/SSI or NIWS or any competent agency approved by Nodal Department). He shall also ensure the safety of users, cleanliness of the operation area, maintenance of crafts & prevent damage to wildlife/environment.

- 2.8 Sub-scooter** means submersible scooter used for recreational under water activity.
- 2.9 Driving Sub-Scooter** means a recreational activity wherein:- one or more person is seated inside a transparent dome shaped scooter equipped with a steering wheel/handle bar, accelerator pedal/switch which enables driver to reach a maximum speed of 2-4 km/hour. The diving dome shaped helmet is integrated into the scooters body and the rider's head goes inside an air chamber within the helmet which is supplied with breathing air from scuba tank. The scooter is powered by a button to submerge or to reach to the surface of the water. A floating buoy is tied to the sub-scooter visible on the surface to indicate the presence of the driver.
- 2.10 Driver** means the person or tourists going underwater to drive a submersible scooter.
- 2.11 Surface Swimming Monitor** means an experienced surface swimmer who follows the sub-scooter driver while swimming on the surface and watches the overall safety of participants/tourists and renders assistance immediately without loss of time. She/he shall be qualified rescue diver (PADI/ SSI/NIWS or any competent agency approved by Nodal Department) who can descend and stay down to give assistance if required. She/he shall also be a certified Emergency First Respondent (EFR).
- 2.12 Underwater monitor** means an experienced certified Dive Master from PADI/ SSI or any competent agency approved by Nodal Department, who shall follow every sub-scooter driver to guide and accompany all the time the Driver is under the sea. The Dive Master would be equipped with SCUBA accessories/breathing apparatus, having secondary breathing air source to meet any emergency.
- 3.0 Procedure for Registration/ Renewal of Submersible Scooter - recreational activity**
- To facilitate Operators of Submersible Scooter Nodal Department will grant registration to Operator to undertake sub-scooter recreational activities in permitted areas only, in accordance with the following procedure:
- 3.1 Registration**
- i. The firm/owner/operator, desiring to operate a Sub-Scooter in the islands shall submit three sets of filled up application forms in the prescribed format (**Annexure - I (A)**) alongwith the non-refundable application fee of Rs.10,000/-(Ten Thousand only) or as prescribed by the Nodal Department from time to time in the form of Demand Draft/Pay Order in favor of Sr. Accounts Officer (IPT), to the Director (Tourism), Andaman and Nicobar Administration, Port Blair, Pin Code-744101 (Andaman Island) India, Tele-fax No. 03192-230933, before the commencement of the operation.
- 3.2 Renewal**
- i. The Sub-scooter Operator may apply for renewal of permission with the prescribed non-refundable renewal fee of Rs 10,000/-(Ten Thousand only) or as prescribed by the Nodal Department from time to time in the form of demand draft/pay order in favor of Sr. Accounts Officer (IPT), to the Director (Tourism), Andaman and Nicobar Administration, Port Blair, Pin Code - 744101, 45 (Forty five) days before expiry of permission. In case the firm fails to apply for renewal 45 (Forty five) days prior to expiry of permission granted, the non-refundable renewal fee Rs. 15,000/- (Fifteen Thousand only) would be applicable. The renewal of permission granted should be applied as per the prescribed format given at **Annexure - I (A)**.
 - ii. The application for renewal must be submitted to the Nodal Department alongwith required documents as per Annexure I at least 45 days before the expiry of existing permission. The Nodal Department will not be responsible for delay in renewal if the application is submitted late. The permission will be granted for one year at a time.
 - iii. The operator, while applying for renewal of permission, shall submit an annual report to the Environment & Forest Department on the state of the marine environment from an agency approved by the Nodal Department.

3.3 Terms and Conditions of Registration/ Renewal of Submersible Scooter

- i. The Launching Platform and Ferry Vessel shall be registered under I.V Rules 2016 and a copy of registration certificate so obtained shall be enclosed with the application form.
- ii. Sub-scooters alongwith its all equipments and accessories must be approved by either (i) classification society, who is IACS member or (ii) DGS or (iii) OEM certified.
- iii. The sub-scooter alongwith associated equipments/accessories will be subjected to inspection by Nodal Department for clearance and periodic review as and when needed or at least once every year.
- iv. The Foreign Divers engaged by the firm/operator/owner shall have Restricted Area Permit (RAP) together with work permit for Andaman Islands, from the Foreigner's Registration Office, Port Blair or from Ministry of Home Affairs, Govt. of India and shall enclose a copy of the same with their application form. The firm/operator will also furnish the details of works carriedout by the foreigners in their firm.
- v. The rates charged for the activity should be reasonable & linked with the duration of the activity. The rates should be properly displayed. Tax as applicable should be paid to the concerned authority and proof of the same should be submitted at the time of renewal of the permission. The rates and details of activity should not be changed without prior intimation to the Nodal Department.
- vi. The Permission of operation of sub-scooter recreational activity will be issued by Nodal Department preferably within 10 working days of submitting all required documents as per section 3.1 & 3.2.
- vii. The operator shall ensure that **ALL DRIVERS are above 16 years and below 60 years of age**. If a minor intends to undertake the submersible scooter activity, parent or legal guardian must read and get signed an assumption of risk and release of liability waiver prior to participating in the activity as per *Standard Form* annexed at **Annexure - II**.
- viii. Guests having serious ailments/medical conditions, any kind of heart ailments or had heart surgery, angina or blood vessel surgery, have Asthma or wheezing with breathing or exercise, sinusitis or bronchitis, any lung disease, epilepsy, seizures or convulsions or take medications to prevent them, have history of blackouts or fainting, had a diving accident or decompression sickness, have high blood pressure or take medicine to control it, have a history of bleeding or blood disorder, have a history of ear or sinus surgery, ear disease, hearing loss, or problem with balance, equalizing (popping) ears with airplane or mountain travel, or have any history of diabetes affecting ability to participate in a strenuous activity and pregnant ladies shall not be allowed, for this activity. An undertaking shall be obtained from the Guest with one witness in the format attached at **Annexure - II**.
- ix. **Environmental Conditions**
The operator shall follow the following instructions regarding environmental conditions:
 - a. The Launching Platform used for the activity shall be anchored at the designated space and permitted by Administration on a sandy bottom devoid of corals, sea grass bed and seaweed. The anchored Launching Platform shall not be displaced;
 - b. No coral shall be removed or broken;
 - c. No marine organism dead or alive shall be imported to the site and shall be removed from the site or disturbed in any way;
 - d. Feeding of fauna available in the area of operation shall not be allowed;
 - e. All measures shall be taken by the Operator to ensure that the marine ecosystem is not disturbed or damaged

- f. It is the responsibility of the Site Manager/Operator to ensure that guides/divers/participants do not touch/stay clear of any form of marine life/organisms including corals and do not block or attempt to alter their natural path.
- g. The Operator shall monitor the site and submit a report (including videos/photos) after three months of operation, for review by the Nodal Department. Further the Operator is to monitor the site and submit a report in every 6 months about the condition of coral reef in an around the operational site through an authorized entity approved by the Nodal Department.

X. Area of Operation

- i. The Operator will get the "Operating Area" allotted from the competent authority before applying for registration/renewal.
- ii. In case the "Operating Area" is allotted by the Nodal Department, the Operator will have to pay the rent for the allotted space at the rate determined by the Nodal Department from time to time.
- iii. In the event of availability of scheduled species as per Wildlife Protection Act in the site identified for operation, approval of Chief Wildlife Warden will have to be obtained by the operator.
- iv. The operator before taking the guests, shall ensure, that there is no harmful elements or obstacle present in the operating area.
- v. The site of operation identified shall be outside any national park or sanctuary.
- vi. The place where the operation is conducted should be even surface and there should not be elevation difference of more than 2 meters along the path of movement of the Sub-Scooter.
- vii. A minimum distance of one meter shall be maintained from the coral reef.
- viii. The activity shall be carried out strictly in the location and demarcated area as approved by the Nodal Department. There shall not be any change in the "Operating Area" of the activity without prior intimation to the Nodal Department.
- ix. The validity of the Permission is subjected to validity of all documents required for such permission.

xi. Carrying Capacity of Area of Operation

The maximum permissible number of Divers shall not be more than the number prescribed by the following formula:

$$N = (X * 60) / Y$$

Where, N= Total number of drivers allowed to undertake activity per hour if activities are done continuously at designated site.

X= Number of trail (s) available for activity at the designated site of operation.

Y= Time taken (in minutes) by a submersible scooter to complete a 10 meter trail or 05 minutes, whichever is higher.

4.0 Standard Operating Procedure (SOP)

4.1 Information to be displayed

- i. Sign boards shall be placed on **do's and don'ts** for the Sub-Scooter recreational activity at prominent places
- ii. The Date of Expiry of Permission to conduct the Sub-Scooter recreational activity, applicable tariff/ fee, duration and description of the activity shall be displayed prominently on the Launching Platform.
- iii. The name and contact numbers of Designated Officers of the Administration who can be contacted in the event of any emergency shall be Prominently displayed on the Launching Platform - **Annexure - III**.
- iv. The timing of operation and availability of complaint register shall be displayed at prominent place on the Launching Platform.
- v. The provisions of the **clause 3.3 (Viii) & (ix)** shall be displayed at a prominent place on the Launching Platform.

- vi. "Emergency Action Plan" (EAP) as approved by the "Nodal Department" shall be displayed prominently on the Launching Platform.
- vii. The "Operator" shall put up Sign Boards of such specifications as may be prescribed by the Nodal Department in compliance of instructions mentioned at clause 4.4 (i, ii, iii, iv, v & vi), above at a prominent place.

4.2 Manpower deployment

- i. During the submersible scooter activity minimum of one "Underwater Monitor" shall accompany the "Driver".
- ii. The "Underwater Monitor" shall always be in sight and communication with the "Driver" at all times to provide assistance.
- iii. All Sub-Scooter recreational activity shall be operated with trained staff, all of whom shall be certified in
 - a) Life Saving Techniques through National Institute of Water Sports (NIWS), Goa or equivalent.
 - b) First Aid Technique approved by the Nodal Department.
- iv. **Surface swimming monitors:** At least one surface monitor (certified in EFR) using masks, snorkels and fins shall follow **two sub-scooter drivers** while swimming on the surface and watch the overall safety and wellbeing of "Drivers".
- v. **The underwater swimming monitors** should have minimum surface interval of one hour after coming up on the surface and before going inside the water for conducting activity.
- vi. **Site Manager:** One site manager (certified in EFR) shall be present at the "Operating Area" at all times to supervise the overall operations and equipments. He shall be responsible to ensure the safety of Sub-Scooter Drivers, cleanliness of the "Operating Area" and maintenance of crafts. The Site Manager must preferably a qualified dive instructor and "Overall In-charge" of Sub-Scooter drivers and other "Drivers" including complete platform.
- vii. The "Operator" shall give details of all the offices and currently employed certified dive personnel, in the prescribed format. Changes in staff members (Dive Instructor/ Dive Master/ EFR/ Rescue Diver etc.) are allowed subject to replacements fulfilling all qualifications as prescribed in the guidelines. The details of which, alongwith documentary proof, must be intimated to the Nodal Department in the prescribed format atleast one day in advance.

4.3 Insurance

- i. The Operation of Sub-scooter recreational activity should have a public liability insurance of **Rs. 20 lakh (Twenty Lakh) per accident** and a maximum coverage for four times i.e. Rs. 80 lakh (Eighty Lakh) per annum.
- ii. There should also be a minimum **Personal Accident Insurance** cover of **Rs.10 lakh (Ten lakh)** per person undergoing Sub-scooter recreational activity at any point of time.
- iii. All the equipments/boats/vessels/ "Ferry Vessel", used by the operator for sub-scooter activity shall be insured.

4.4 Pre-operation activities

- i. The Site Manager shall give necessary detailed briefing explaining entire operational part of this recreational activity, including demonstration, instructions and safety tips, before commencement of activity and shall ensure that all the instructions are understood by the drivers or guest. The "Operator/Site Manager/Firm" shall use audio-visual briefing for effective learning and shall contain, *inter alia* the following information:
 - a) A description of the activity;
 - b) Description of local marine life and conservation;

- c) Safety precautions to be taken while proceeding to the site and while driving;
- d) Safety and lifesaving equipment locations;
- e) Warnings and procedures for unexpected events in case of emergency;
- f) Signals for basic underwater communication which must include "OK" and "I want to go back to the dive platform" (use of illustrated cards for these signals is recommended);
- g) How to equalize pressure in the ears;
- h) No participant shall enter or be in the water at the operation site any time, unless having been instructed to do so;
- i) Information contained in clause 3.3 (viii) of these guidelines.
- j) No person of less than 15 years or as prescribed by the Nodal department from time to time shall be allowed to undertake the activity.
- k) There shall be compulsory question and answer session at the end of such pre-dive briefing.

The operator will have to compulsorily submit an audio video film providing all pre-operation briefing as prescribed above at the time of registration. The final approval of registration will be considered only after vetting the contents of video viz a viz abovementioned pre-briefing information.

- ii. The audio and video briefings as per sub-clause (1) shall be recorded and shall be retained for a period of atleast 90 days. The same shall be provided to the 'Nodal Department' or/and any government investigating agency such as police as and when asked for.
- iii. The sub-scooter shall be operated in a minimum of clearly demonstrable 3 mtrs. visibility situation (the procedure for such clear demonstration shall be prescribed by the nodal department), and should not be operated in zones of a depth of more than 3 mtrs. The operation of sub-scooter activity shall be carried out only during fair weather during which the speed of water current should not exceed 1 Knot and the sea condition should be over 3 on Douglas Scale (waves under 0.050 m).
- iv. Prior to start of the activity/operation, Site Manager shall ensure that the underwater monitor inspects the "Operating Area" in order to ensure that it is completely safe for operation. The Site Manager shall also ensure daily inspections of all Sub-Scooters and other equipments/ diving equipment, to check and ensure that there is no damage and/or wear of any kind which requires replacement, in case of any damaged items accessories/equipments the same shall be immediately replaced. Under no circumstances operation shall take place with damaged accessories/equipments.

4.5 Safety

i. The safety audit of operation of Sub scooter :-

The safety audit of operation of Sub-Scooter shall be carried out by an agency nominated by the Nodal Department. All charges including travelling, boarding, lodging etc. of the agency concerned for such safety audit shall be borne by the 'Operator'.

- ii. Maximum and minimum permissible weight shall be as per specification of Original Equipment Manufacturer (OEM).
- iii. Fire Extinguisher (of marine approved type A,B,C) with clear validity stipulation shall always be present in the vessel/pontoon for emergency.
- iv. Sufficient number of DGS/IRS approved life jackets and buoys as per the vessels carrying capacity, shall always be present in the Vessel/Launching Platform or Pontoon.
- v. There shall be no fixed / portable equipment onboard the Sub-Scooter capable of underwater video recording, photography, seabed mapping, scanning etc.
- vi. The area earmarked for the sub-scooter activity is to be clearly demarcated by the operator. The operation may be suspended any time by Nodal Department, on grounds of security/ administrative or any other reason deemed fit by the nodal department.

- vii. In the event of sub-scooter malfunctioning and posing a navigational danger to the ships entering / leaving harbour, or arising any emergency during operations, must immediately be intimated to TSET / Coast Guard/ Port Control/Police Control Room on designated V/UHF frequencies immediately by the site manager or any of his staff.
- viii. The 'Area of Operation' and 'Anchored Floating Platform' shall be utilized for *bona fide* purpose only, and same shall not be misused for any other purposes. The authorities/agency/personnel authorized by Nodal Department in this behalf may inspect and check anytime to ensure that it is being used for authorized purpose only.
- ix. The Sub-Scooter can only be launched from a platform equipped with appropriate launching arrangements certified by the OEM/Approved agency/competent person authorized in this behalf by the Nodal Department from time to time.
- x. The operator should submit an "Air Quality Analysis Certificate" of the Air supplied to the "Driver(s)" from an authorized and competent agency approved by Nodal Department in every Six months.
- xi. The operating hours for the activity should preferably be between 0700 hrs & 1500 hrs.
- xii. **Sea condition** - The "Operator"/ "Site Manager" shall assess the sea conditions throughout the day, both on the surface and underwater, to determine if conditions are safe for conduct of activity. The activity shall not be carried out during inclement weather condition/ cyclone warning or under any other adverse conditions particularly when current or wave action may adversely affect the ability of participants to drive the sub-scooter, or maintain their balance underwater or if underwater visibility is less than **3 meters**.
- xiii. The operator and the site manager shall be held responsible for any negligence or incident or accident during the activity.
- xiv. All staff should be familiar with the "Emergency Action Plan" (EAP) to be followed in case of emergency.
- xv. The operator shall conduct an emergency mock drill every month involving all staff during which staff will demonstrate their ability to support on the surface and swim with a person for a distance of 30 meters upto the "Launching Platform" and remove this person from the water without any assistance from the person involved. The operator shall keep a record of such drills conducted in the given intervals and submit drill chart to the Nodal Department every three months.
- xvi. Under no circumstances alcohol be brought onto the operational area/ base or consumed by any staff or participants engaged in the activity.
- xvii. Safety distance requirement from one Sub-Scooter to another be maintained (**10 meter**).
- xviii. Given co-ordinates and depth of the sea are subject to certification by competent authority.
- xix. Area of Sub-Scooter operation should be secured/ netted by the operator.
- xx. The agency/committee/authority/person nominated by Nodal Department shall ensure implementation of safety standards.
- xxi. A copy of the emergency procedures manual and incident report must be kept on board the vessel at all times while in operation.
- xxii. The "Operator" must file an incident report to the "Nodal Department" immediately upon any incident involving injury or rescue which requires medical attention. The "Operator" must maintain a register of records of all such instances, including any minor incidents.
- xxiii. The maximum duration for the underwater part of the activity shall be 20 minutes.
- xxiv. **Boat traffic/right of way/passage**

At all times the “**divers down**” Alpha flag – International Orange Colour (with dimension 20x24 inches including a stiffener to keep the flag unfurled) or rigid replica and visible *from* atleast 30 meters away and from any direction shall be fixed on the platform while the activity is being carried out. Boat traffic shall not be allowed within a distance of 30 meters from the permitted area except for transfer of tourists to the operating boat/platform and security craft. The zone shall be demarcated by the operator with floats/nets during the operation.

xxv. Safety Equipment

- i. A “Rescue Boat” as per specifications prescribed at **Annexure VII** with duly certified Life Guard and First Aid Equipments shall always be positioned at the “Operating Area” for evacuation in case of any emergency.
- ii. Operator shall use only approved items/equipments, which shall be in good working condition;
- iii. The Operator/Site Manager shall ensure that annual maintenance of all equipments/accessories is carried out by the OEM (Original Equipment Manufacturer) or an engineer authorized by the OEM and a certificate of this effect to be submitted at the time of registration/renewal.
- iv. The operator shall ensure the following items shall be made available at all times during the activity/ operation —
 - a) Atleast one reliable two way communication, onboard (Launching Platform/ Pontoon) to shore connectivity;
 - b) 2 First Aid Kits (1 for emergency and 1 for day to day use);
 - c) A back up form of communication, such as a cellular phone;
 - d) Large dry towels & blankets equaling total no. of guest that can be possibly present in the area of operation.
 - e) The platform leading down from the “Launching Platform” should be atleast one meter below sea level.
- v. The audio and video briefings as per sub-clause (1) shall be recorded and shall be retained for a period of atleast 90 days. The same shall be provided to the ‘Nodal Department’ or/and any government investigating agency such as police as and when asked for.
- xxvi. *All under water activities during “Driving Sub-Scooter” shall be recorded and be retained for a period of atleast 90 days. The same shall be provided to the ‘Nodal Department’ or/and any government investigating agency such as police, as and when asked for.*
- xxvii. *The entire liability of safety and security of tourist undertaking such activities, including handling of emergency situation entirely lies with the operators who shall be, besides other action, be liable for criminal action in case of default.*

4.6 Feedback

The “Operator” shall maintain and make available a serially numbered Complaint/Suggestion Register at the “Launching Platform”.

4.7 Inspections

- i. The “Operator” shall have a copy of all such documents available at the “Operating Area” which are submitted with application for Registration/Renewal.
- ii. **Submersible Scooter Log Book** –A log book should be kept available at the site of the Launching Platform/Pontoon, and shall, inter alia, contain signature of the Site Manager and details as per **Annexure -IV**.
- iii. All filled in liability waiver forms in original, as prescribed at **Annexure- II**, for the last three months duly signed by the “Driver” and the “Site Manager” shall be kept available at the “Operating Area”/Launching Platform for inspection by “the Safety Audit Team” / The Nodal Department.

5.0 Penalty clause

- i. In the event of any breach of terms and conditions herein by the "Operator" or receipt of any complaint against the "Operator" which upon due enquiry if found to be true, the Nodal Department may, based on the gravity of violation, impose appropriate fine or cancel the permission granted for the operation of sub-scooter and/or would also be at liberty to initiate any damage claims if it is established that image of "Brand Andaman" has been dented by any act of the operator/site manager/his staff.
- ii. In case of default/breach/violation of any terms and conditions a minimum of 25000/- and 15 days suspension shall be imposed in addition to sub- clause (1) of clause 5.0 above or otherwise as may be deemed fit by the competent authority of the "Nodal Department".
- iii. Any operator who causes harm/injury/death to a tourists/general public/third party because of their actions/ inactions/irresponsible behavior/negligence or operation of the craft in unfit condition etc. shall also be punishable as per the existing relevant Penal Law in force. During the pendency of such trial, the permission of the operator for operating all water sport activities will remain suspended.

6.0 Appeal

Any person aggrieved by an order made by the Deputy Director (Tourism) under section 5.0 of this chapter may, within fifteen days from the date of order, prefer an appeal to the Director, Tourism. The order issued by the Directorate will be in force till the appeal is decided unless otherwise directed by the Secretary (Tourism).

7.0 Power to remove difficulties

If any difficulty arises in giving effect to the provisions of these guidelines or otherwise also the Director (Tourism) may, with the approval of the Secretary (Tourism), issue directions/instructions from time to time.

Sd./-
Director (Tourism)
Andaman & Nicobar Administration
Port Blair

**ANDAMAN & NICOBAR ADMINISTRATION
DIRECTORATE OF TOURISM
PORT BLAIR**

APPLICATION FORM FOR SEEKING REGISTRATION FOR SUBMERSIBLE SCOOTER

General Documents

1.	Name of the Submersible Operation Centre					
	• Address of the Submersible Operation Centre					
	• Landmark					
	• City					
	• Village/ Tehsil					
	• District					
	• State/UT					
	• Pin Code No.					
	• TAN No.					
	• Contact No. Landline					
	Fax					
	Mobile					
	Email Address					
	Website					
2.	Name of the Owner (s)		1	2	3	4
	• Sex					
	• Date of Birth					
	• Aadhaar Card No.					
	• Nationality					
	• Passport details of foreigners					
	Country Name					
	Passport No.					
	Visa details					
	RAP details					
	Work permit					
	• Present Address					
	Landmark					
	Village/ City					
	Tehsil					
	District					
	State/UT					
	Pin Code No.					
	• Communication Address					
	Landmark					
	Village City					
	Tehsil					
	District					
	State/UT					
	Pin Code No.					

	• Contact No.				
	Landline				
	Fax				
	Mobile				
	Email Address				
	PAN Number (In India)				
3.	• Details of Demand Draft for Registration of Submersible Operational Centre				
	Bank Name				
	Branch				
	IFSC Code				
	DD No. & Date				
	Amount				
	• Details of Demand Draft for Renewal of Submersible Operational Centre (For office use Only)				
	Date of Expiry				
	Date of Submission				
	Bank Name				
	Branch				
	IFSC Code				
	DD No. & Date				
	Amount				
	Annual report of state of marine life in area of operation (Only in case of renewal)				
	Name of the Agency	Report Enclosed			
		Yes	☐	No	☐
4.	• Whether the firm is a Proprietorship Firm or Partnership Firm	Proprietorship Firm (Put ✓ Mark)	☐	Partnership Firm (Put ✓ Mark)	☐
	• Registration Details				
5.	• Name and address and contact details of the Local Agent or local Representative in Andaman (in case of foreign nationals ownership)				
	Name of the Local Agent				
	Sex				
	Date of Birth				
	Aadhaar Card No.				
	Nationality				
	Landmark				
	Village/City				
	Tehsil				
	District				
	State/UT				
	Pin Code No.				
	Sex				
6.	Address of the office in mainland – India and Abroad				
	Name of the Office				
	Name of the Owner				
	Sex				
	Date of Birth				
	Aadhaar Card No.				
	Nationality				
	Landmark				

	Village/City				
	Tehsil				
	District				
	State/UT				
	Pin Code No.				
	• Contact No.				
	Landline				
	Fax				
	Mobile				
	Email Address				
	Website, if any				
7.	Details of Insurance for Submersible Operational Centre				
	Particulars	Registering Agency			
	• Personal Accident Insurance				
	• Public Liability Insurance				
	• Insurance coverage of passenger travelling by boat				
	• Insurance coverage of equipments, accessories and Submersible Scooter Centre				
	Standard Fire and Special Perils Policy				
	• Insurance coverage of staff/personnel				
	Name of staff				
	1.				
	2.				
	3.				
8.	Details of employees (self attested copy of Appointment Letter to be attached)				
	Name of the Employee	Designation	Date of Appointment	Date of birth	Permanent Address
	1.				
	2.				
	3.				
	4.				
9.	Details of Registration Certificate of Shop and Establishment				
	Name of the establishment	Registration No.	Date	Validity of registration	Renewal due
10.	Registration under EPF				
	Name of the firm	Registration No. & Details			
11.	Registration under Service Tax				
	Name of the firm	Registration No. & Details			
12.	Income Tax clearance certificate				
	Name of the firm	For the year			
13.	Rate Chart of Submersible Scooter				
	Name of the activity	Details of activity	Rate per person		

16. Equipments & Accessories

1.	Details of equipments required for operation of Submersible Scooter.				
	Name of the equipments/accessories	Make & Model	Quantity	Classification society IACS member or DGs approved/ OEM approved	
i.	Launching platform/ pontoon				
ii.	Air compressor				
iii.	Scuba equipments and diving cylinder				
iv.	Generator set				
v.	Hydraulic winch				
2.	Details of launching platform/ pontoon		Registering Agency	Registration No.	Validity of registration
3.	Details of Rescue Boat available at the activity site	Registering Agency	Registration No.	Validity of Registration	Capacity (Crew + Pax)
	Name of the rescue boat –				
4.	Details of Dive equipments and accessories :				
	Description	Make	Quantity	Registration No./ Manufacturing details	Date of expiry
	1. Dive Sets				
	2. BCDs				
	3. Compressor				
	4. First Aid Kit				
	5. Oxygen Kit				
	6. Life Jackets (DGs/IRS approved)				
	7. Ring Buoys (DGs/IRS approved)				
	8. Fire Extinguisher (Marine Approved type)				
	# Enclosed the copy of the Registration Certificate and Survey Report issued by MMD/DC/Director (Fisheries) (as the case may be).				
6.	Details of Fire fighting plan (alongwith Fire Extinguisher – marine approved type)				
7.	Photograph of launching platform/ pontoon alongwith do's and don'ts prominently displayed at the site				

17. Environmental Clearance/ Permits

1.	Details about the proposed Sub-Scooter operation.			
	i.	Details of permission granted for use of Site by the Administration.		
	ii.	Site/ space information.		
	iii.	Location/ Demarcated area approved by Administration.		
2.	Pollution Control Clearance Certificate (issued by Competent Authority)			
	Name of the agency certificate issued	Date of issue of certificate	Valid Upto	Yes ☐ No ☐
3.	Site Plan alongwith detailed description of trails including coral patch -			Yes ☐ No ☐
4.	GPS Co-ordinates submitted to Port Management Board (if the area of Sub-Scooter activity falls within Port)			Yes ☐ No ☐
5.	Details of air quality analysis certificate through competent and authorized agency			

ANNEXURE - II**Form for liability Release and assumption of risk agreement with
person driving Sub-Scooter**

- ❖ I am voluntarily engaging in the recreational activity which includes driving sub-scooter, a unique underwater sea activity carried out at the maximum depth of 10 mtrs.
- ❖ I certify that I am fully aware of the risks involved in the activity and I have been briefed about the safety procedures, do's and don'ts, medical restrictions & local govt. regulations.
- ❖ I state that I am physically fit to undertake the activity and not suffering from any Heart problem, Blood Pressure, Sinus, Asthma or any other serious medical problem. I am not pregnant woman.
- ❖ I further state that I am of lawful age and legally competent to sign this liability release agreement or that I have obtained the written consent of my parent or guardian.
- ❖ I understand and agree that neither M/s.....(name of the firm) or its affiliates or subsidiary corporations, nor the owners, employees, agents contractors may be held liable or responsible in any way for any injury, death or other damages to me.
- ❖ I understand the terms herein are contractual and not a mere recital and that I have signed this agreement of my own free act with the knowledge that I hereby agree to waive my legal rights.
- ❖ I certified that I am not below 16 years of age.

Guest Name	
Communication Address	
Telephone / Mobile No.	
Email Address	
Guest Signature	
Date	

Incase of children the age of above 16 years and less than 18 years, the guardian of the children should submit liability release and assumption of risk agreement -

Guardian Name	
Communication Address	
Telephone / Mobile No.	
Email Address	
Guardian Signature	
Date	

Annexure - III

Name and contact numbers of Officers of A & N Administration to be contacted in the event of emergency in South Andaman, North & Middle Andaman

In South Andaman District	Contact No.
➤ District Control Room	1070
➤ Police Control Room	100
➤ Harbour Master, Port Management Board, Port Blair	Ph: 03192-237804
➤ Deputy Commissioner (South Andaman), Port Blair	Ph: 03192-233089 (94342 80018)
➤ Superintendent of Police (South Andaman), Port Blair	Port Blair: 03192-236641 (94342 89897)
➤ Director (Tourism), A&N Administration, Port Blair	Telefax: 03192-230933 (95318 56933) e-mail:thedirectortourism@gmail.com
➤ Port Control Tower	
➤ Ambulance	
➤ Area SHO	
➤ Nearest PHC	
➤ Distt. Control Room	

In North and Middle Andaman District	Contact No.
District Control Room	201205, 273137
Police Control Room	100
Dy. Commissioner (North and Middle Andaman) Mayabunder	Ph: 03192- 262999 (94342 86261)
Superintendent of Police (North & Middle Andaman) Mayabunder	Ph: 03192 -273344(94342 87533)
Harbour Master, Port Management Board, Port Blair	Ph: 03192-237804 (WLL 200 630)
Director (Tourism), A&N Administration, Port Blair	Telefax: 03192-230933 (9531856933) e-mail:thedirectortourism@gmail.com
Port Control Tower :-	
Ambulance	
Area SHO	
Nearest PHC	
Distt. Control Room	

[illegible]

Annexure - V

Daily check/ inspection of Submersible Scooter Operation at the site

Date of firm :		Location :	
Date :		Time Hrs.	
Day :			
Sl. No.	Particulars	Attendance	
1.	Submersible Scooter	Site Manager	
2.	Check DG Set	Dive Instructor	
3.	Check DG Set Oil	Dive Master	
4.	Checked Air Compress (2 Nos.)	EFR	
5.	Air Compressor Receiver Tank	Rescue Diver	
6.	Check Helmets (8 Nos.)		
7.	Check Fire Extinguisher		
8.	Check All Parts of Pontoon		
9.	Dive Sets (BCD, Octopus, Wet Suit, Cylinder, Mask, Fins, Weights)		
10.	First Aid Kit & Assistance		
11.	Life Jackets (35 Nos.)		
12.	Life Bouys (4 Nos.)		
13.	Rescue Boat with Engine		
14.	Check Under Sea Bed & Surrounding Area		
15.	Check the Protected Net in Under Water		
16.	Divers Drill to save Life in emergency from drowning		
17.	Rescue Team to give First Aid and Move to near Hospital		
18.	Important Contact No. Display		
19.	Do's & Don'ts Briefing & Display		
20.	Complaint Register		
21.	Every Day Log Book Entry		
Signature of Site Manager Name : Date :			

Annexure – VI

PHYSICAL INSPECTION/SAFETY AUDIT OF EQUIPMENTS & ACCESSORIES OF SUBMERSIBLE CENTRE

Inspection conducted on

M/s.....

Category - I	Activity oriented equipments / accessories	Documents
	1. Launching platform/ pontoon	
	2. Air compressor	
	3. Generator set	
	4. Hydraulic winch	
Category - II	Safety related equipments/ accessories	Documents
	Scuba equipments and diving cylinder	
	1. Dive Sets	
	2. BDCs	
	3. Medical First Aid Kit	
	4. Oxygen Kit	
	5. Life Jackets (DGs/IRS approved)	
	6. Ring Buoys (DGs/IRS approved)	
	7. Fire Extinguisher (Marine Approved type)	
Category - III	Other preparedness of Submersible Scooter Centre	Documents
	1. Whether the Submersible Scooter Operational staff is familiar with the Emergency Action Plan, and whether they are able to act appropriately.	
	2. Specified wireless communication (Walkie-Talkie)/ any other communication system between base station (Submersible Scooter) and site of the activity.	
	3. Prominent display of tariff/ rates of Submersible Scooter activity along with time/ duration.	
	4. Buoyancy Compensator Device (BCD) approved for recreational/ adventure water sports activity by the manufacturer and must have a low pressure inflator	
	5. Regulators must be approved for recreational/ adventure water sports activity by the manufacturer and must be maintained by manufacturer's instruction	
	6. Log Book of compressor	
	7. Certificate from an authorized agency like the National Institute of Water Sports stating the quality of output of Air Compressor	
	8. Pressure test of tanks used for compressed air.	

Annexure – VII**A. Specification of the Rescue Boat, Rescue Boat Accessories / Gears on -Board:**

1. The Rescue Boat ideally less than 15 mtrs. of length and fitted with 40-60 HP engine, remote (Steering)- controlled and preferably twin-engine and Rigid Inflatable Boat (RIP)
2. Adult Spine – board with immobilizer, neck-brace, board straps and related accessories.
3. Oxygen cylinder alongwith necessary accessories.
4. First Aid kit, Splinters and supports.
5. Rescue tube, life jackets of different sizes as per stipulations, extra marine-grade rope of 30 mtrs. (14-16 mm), throw bag.
6. Scramble net or jumping ladder.

B. Staffing on-board a rescue boat during under-water recreation activities:

1. Certified and Licensed Boat Driver / handler.