

**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				
	• Aadhar 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 <input type="checkbox"/> No <input type="checkbox"/>	
4.	• Whether the firm is a Proprietorship firm or Partnership firm	Proprietorship firm (Put \checkmark Mark) <input type="checkbox"/>	Partnership firm (Put \checkmark Mark) <input type="checkbox"/>
	• 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		
	Aadhar Card No.		
	Nationality		
	Landmark		
	Village/City		
	Tehsil		
	District		
	State/UT		
	Pin Code No.		
6.	Address of the office in mainland – India and Abroad		
	Name of the office		
	Name of the Owner		
	Sex		
	Date of Birth		
	Aadhar 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	Validity of Insurance		
	• 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.	CHARACTER VERIFICATION AND ANTECEDENTS CERTIFICATES				
	Name of the Employee	Character & antecedents certificate	Yes / No		
	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

14.	Details of submersible Scooter recreational activity operation staff :-			
	Designation	Name of employee	Certification Agency (PADI / SSI etc)	Nationality
	<ul style="list-style-type: none"> • Site Manager (Dive Instructor/Dive Master) 	1.		
		2.		
		3.		
	<ul style="list-style-type: none"> • Under Water Monitor (Dive Instructor/Dive Master) 	1.		
		2.		
		3.		
	<ul style="list-style-type: none"> • Surface Swimming monitor (Dive Instructor/ Dive Master) 	1.		
		2.		
		3.		
	<ul style="list-style-type: none"> • Emergency First Respond (EFR) 	1.		
		2.		
		3.		
	<ul style="list-style-type: none"> • Rescue Diver 	1.		
		2.		
		3.		

15.	Details of Foreigners (employees) attached with submersible scooter activity							
	Designation	Name of employee	Certification Agency (PADI / SSI etc)	Country Name	Passport No.	Visa Details	RAP details	Work permit

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 Name of the rescue boat –		Registering Agency	Registration No.	Validity of registration Capacity (Crew + Pax)
4.	Details of dive equipments and accessories :				
	Description	Make	Quantity	Registration No./ Manufacturing details	Date of expiry
	1. Dive Sets				
	2. BDCs				
	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 (along with 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 <input type="checkbox"/> No <input type="checkbox"/>
3.	Site Plan along with detailed description of trails including coral patch –		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	GPS Coordinates submitted to Port Management Board (if the area of Sub-scooter activity falls within Port)		Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Details of air quality analysis certificate through competent and authorized agency		

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 3 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 12 years of age

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

Incase of children the age of above 12 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
➤ Harbor Master, Port Management Board, Port Blair	Ph: 03192-237804
➤ Deputy Commissioner (South Andaman), Port Blair	Ph: 03192-233089 (94342 80018)
➤ Superintend 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
District Control Room:	201205, 273137
Police Control Room:	100
Dy. Commissioner (North and Middle Andaman) Mayabunder	Ph: 03192- 262999 (94342 86261)
Superintend of Police (North & Middle Andaman) Mayabunder	Ph: 03192 -273344(94342 87533)
Harbor 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:	

Log Book of Submersible Scooter

Date of Operation	Starting time and initial meter reading	Closing time and meter reading	Details of maintenance/ replacements of gadgets of submersible scooter	Remarks

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 (2Nos.)	EFR	
5.	Air Compressor Receiver Tank	Rescue Diver	
6.	Check Helmets (8 Nos)		
7.	Check Fire Extinguisher		
8.	Check All Parts of Pantoon		
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 safe 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

- 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 along with 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
 2. Certified and licensed Lifeguard
 3. Advanced Certificate holder in First Aid & CR including proficiency to administer emergency oxygen and similar capabilities to handle emergencies.
 4. An Assistant on-board holding Basis First Aid / First Respondent (Aquatic)

Annexure – VII

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.	