

International Diving Schools Association

INTERNATIONAL DIVER TRAINING CERTIFICATION

OPERATIONAL & ADMINISTRATIVE PROCEDURES

Revision 4

December 2009

International Diving Schools Association

47 Faubourg de la Madeleine
56140 Malestroit
Brittany, France

Phone/Fax : +33 (0)2 9773 7261
E Mail : info@idsaworldwide.org
www.idsaworldwide.org





IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

OTHER DOCUMENTS

The IDSA Diver Training Standards, are published separately and may be obtained from the Administrator at info@idsaworldwide.org, or downloaded from the Website www.idsaworldwide.org

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic or mechanical, by photocopying, recording or otherwise, without prior permission in writing from the Publisher.

Published by :

The International Diving Schools Association
47 Faubourg de la Madeleine
56140 Malestroit
France



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

CONTENTS

		Page
	Contents	3
	Definitions	5
Section		
1	<u>General</u>	
	1.1 Introduction	7
	1.2 The IDSA Diver Training Standards	8
	1.3 Specialist Training	10
	1.4 Appeals & Complaints	10
2	<u>Membership</u>	
	2.1 General	11
	2.2 Full Membership - Diver Training	11
	2.3 Full Membership - Specialist Training	16
	2.4 Associate Membership	18
	2.5 Affiliate Membership	18
	2.6 Industrial Membership	18
3	<u>Audits</u>	
	3.1 General	19
	3.2 The Procedure for Initial Audit	21
	3.3 The Procedure for a Re-Certification Audit	21
	3.4 Non-compliances	22
	3.5 Guidance to Auditors	23
	3.6 Student Questionnaires	23
4	<u>The Procedures for the Issue of IDSA Diver Qualification Cards (IDQC's)</u>	
	4.1 General	24
	4.2 On Graduation	25
	4.3 Certification for divers who did not receive an IDQC on graduation.	25
	4.4 On completion of a Competence Assessment	26
5	<u>The Competence Assessment of Experienced Divers</u>	
	5.1 General	27
	5.2 The calculation of Experience - including a Table of the Bottom Time required.	28
	5.3 The Conduct of Assessments	30
	5.4 Guidance on Checking Logged Experience	30



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

CONTENTS

APPENDICES

A1	The Constitution	31
A2	The Constitution : Rules & Regulations	37
B1	Full Membership : Application Form - Diver Training	39
B2	Full Membership : Guidance - Diver Training	52
B3	Full Membership : Application Form - Specialist Training	68
C1	Associate Membership : Application Form	73
C2	Affiliate Membership : Application Form	74
C3	Industrial Membership : Application Form	75
D	Table of Equivalence	76
E	Student Questionnaire	78
F1	Divers Card Request : On Graduation	80
F2	Divers Card Request : After Graduation	82
F3	Divers Card Request : On successful completion of a Competence Assessment	86
G1	Certificate of Diving Experience - IDSA Level 1	88
G2	Certificate of Diving Experience - IDSA Level 2	91
G3	Certificate of Diving Experience - IDSA Level 3	95
G4	Certificate of Diving Experience - IDSA Level 4	98
H	Initial Audit Report	101
I	Re-Certification Report	107

TABLES

1	The IDSA Diver Training Modules	8
2	The IDSA Diver Training Standards	9
3	FLOW CHART – Full Membership (Diver Training)	11
4	List of Bottom Time required before a Competence Assessment	28



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

DEFINITIONS

In this document whenever reference is made to the masculine it also includes the feminine.

Bottom Time.	<i>Is</i> the total elapsed time from the time the diver leaves the surface to the time he leaves the bottom. Bottom time is measured in minutes and is rounded up to the next whole minute.
IDQC	IDSA Diver Qualification Card
SSDE	Surface Supplied Diving Equipment
Diver Training	Training to IDSA Levels 1 to 4, 2A and 3A
Specialist Diver Training	Supervisor, Diver Medic/DMT, Life Support Technician, Diver Inspectors and other similar specialisations.
Minor Non Compliance	A small error in procedure which is readily corrected : unsuitable equipment which can easily be replaced : incorrect record keeping which can be rectified simply : generally the rectification of minor deficiencies or improvements to the overall efficiency of the training programme.
Major Non Compliance	The use of an unsafe procedure : badly maintained equipment : insufficient equipment : the inadequacy of a facility : the incompetence of a member of staff or his/her lack of training, or any other matter which threatens the safety and/or the fundamental integrity of the course.
Closed Out	The rectification of a major or minor non compliance
Training Provider	An organisation, not necessarily a School which provides training - usually on a part time or temporary basis



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 1 : GENERAL

1.1 INTRODUCTION

The Association was established in 1982 at the Annual Conference of the American Association of Diving Contractors in New Orleans, with the aims set out in the Constitution - Appendix A1

Since that time, the Association has grown and matured, and now the membership comprises Military, State Owned, and Private Schools, which generally exist separately but can, in some Countries, be found in combination.

The IDSA Programme is one of equivalence. It's purpose is to provide a framework against which the Diver Training Standards of all Countries may be equated. In Countries where there is a Formal Diver Training Programme, Schools will always issue their National Diver Qualification Card, but will also issue the IDSA equivalent. All sections of the Industry - Client, Contractor, Government department or whoever, will then be able to assess the competence of a diver on completion of his training immediately, without reference to other complex documents. It will also facilitate the movement of divers between Countries - although short courses concerning environmental, procedural and cultural differences may still be required. The recognition of IDSA Cards will be a matter for individual Countries.

In order to provide a quick reference to the Diver Training Standards which are accepted by IDSA a Table of Equivalence is maintained (Appendix D). Inclusion in the Table means that the Formal Diver Training Programme of a Country has Standards which are equivalent to those of IDSA, and has established comprehensive inspection and recording procedures which will ensure that its own and the IDSA Standards are maintained.

The aim is NOT to

- Conflict with National Diving Standards
- Conflict with National Legislation

It is considered that these International Standards will contribute to:

- Equating Standards across the World
- Providing Guidance to Organisations setting standards for the first time.
- Improving Safety
- Providing Contractors with a direct input to the Diver Training Syllabus
- Enabling Contractors to bid across National Borders on a more even playing field
- Improving the quality of Diver education.
- Providing Divers with greater Job Opportunities

Apart from the more traditional diving activities in the Offshore Industry, Industrial Working Divers now take part in a wide variety of activities, such as :

Archaeological investigation	Rescue Services
Bridge Structure Inspection	Scientific data collection and observation
Demolition and Salvage	Search Recovery and Survey
Fish Farming	Television and film making
Nuclear Power Plant Maintenance	Underwater Civil Engineering
Professional Recreational Services	Wind Farm Maintenance
Remedial work in Lakes Reservoirs Canals etc	

The Association is concerned to provide a service which will satisfy the needs of all groups of divers, Offshore, Inshore, Inland or wherever.

In line with its aims IDSA seeks to co-operate with other International organisations such as the International Marine Contractors Association (IMCA), the Association of Diving Contractors International (ADCI), the European Diving Technology Committee (EDTC), and others. Representatives of these organisations attend meetings and contact is maintained with them.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 1 : GENERAL

1.2 THE DIVER TRAINING STANDARDS

The IDSA Diver Training Standards act as a Yardstick against which Formal Standards can be equated, and in those Countries where Formal Standards do not exist they can be used as a guide. For example, a diver trained to an IDSA Diver Training Standard would meet the equivalent diver competence requirements of the European Diving Technology Committee's 'Personnel Competence Standards' as well as the majority of other National Standards.

The ultimate intention is that a diver will be able to show his IDSA Diver Qualification Card (IDQC) in any Country, and that the Government, Client, Contractor concerned will accept it

To facilitate the use of IDQC's a Table of Equivalent Diver Training Standards is maintained by the IDSA Secretariat (see Appendix D) showing the relationship between the IDSA standards and the standards contained in the Formal Programmes followed by members.

There are currently 4 IDSA Standards which are :

IDSA Level 1	Commercial SCUBA Diver
IDSA Level 2	Surface Supplied Inshore Air diver
IDSA Level 3	Surface Supplied Offshore Air Diver
IDSA Level 4	Closed Bell/Mixed Gas Diver

In order to allow for Diving theory to be taught in one block and to allow schools to teach a Standard with or without SCUBA, the syllabus has been divided into modules which are defined as follows :

	MODULE TYPE	DETAIL	See Note
A	Preparatory	Diving principles and theory common to both SCUBA and Surface Supply. Must be combined with either the SCUBA or Surface Supplied Inshore Modules.	Theory only
B	SCUBA	Training and assessment in the use of SCUBA and simple work tasks	30m
C	Inshore Surface Supply	Training and assessment in the use of Surface Orientated Air Diving Equipment and common inland/inshore work tasks	30m
D	Offshore Surface Supply	Training and assessment in air diving operations using an open (wet) bell acting as Bellman and Diver and using a Hot Water suit.	50m
E	Closed Bell/ Mixed Gas	Training and assessment in the use and operation of a closed bell – acting as Bellman and Diver using the appropriate breathing gas mixture	100m

The Standards are then made up of a combination of modules as shown in Table 2 which follows. Full details of the modules are given in the IDSA Diver Training Standards which are published separately.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 1 : GENERAL

TABLE 2 : The IDSA DIVER TRAINING STANDARDS			
IDSA STANDARDS	MADE UP of MODULES	DETAIL	See Note 1
IDSA Level 1 (Commercial SCUBA Diver)	A + B	Competent to dive safely using open circuit self-contained air breathing equipment. Has a working knowledge of the following tasks :- , Elementary rigging, the Use of Lifting Bags, Diver Search Techniques, the Use of Hand Tools and Visual Inspection - see Note 2	30m
IDSA Level 2 Surface Supplied Inshore Air Diver	A + B + C	Competent to dive safely both inland & inshore using open circuit self-contained air breathing equipment and surface orientated air diving equipment. Has a working knowledge of the Level 1 tasks plus Chamber Operations, the use of Power Tools, thermal Arc Cutting equipment, Air Lifts and Jetting equipment, simple Underwater Construction tasks - see Note 2. The principles of the following subjects are also taught, but in-water experience is not mandatory : Bolt Guns, Explosives, Wet Welding, Diving in Polluted Waters	30m
IDSA Level 3 Surface Supplied Offshore Air Diver	A + B+ C + D	Competent to dive inland, inshore & offshore using, open circuit self-contained air breathing equipment, surface orientated air diving equipment, and from an open bell. Able to use a hot-water suit. Has a working knowledge of the work tasks listed in Levels 1 & 2.	50m
IDSA Level 4 (Closed Bell/Mixed Gas Diver)	A + B + C +D + E	Competent to take part in closed bell operations, acting as Bellman and Diver, using the appropriate breathing gas mixture	100m

NOTES to Tables 1 & 2 :

1. DEPTH LIMITS The depths shown in the right hand column of the tables above are those which a diver is competent to achieve on successful completion of training. He/she may go deeper with further experience and/or training as assessed by a Diving Contractor and allowed by National Legislation.

2. TASK TRAINING : The Task training will provide the trainee with a general appreciation of the techniques and problems involved in carrying out the specified underwater work. For the diver to be considered a competent worker it will generally be necessary for **further specialist training to be undertaken**, especially for cutting, welding, explosives, NDT and offshore air diving.

The modules may be taught in two ways :

Either Combined as an integrated course,
Modules may be combined to run a course leading to one of the IDSA Levels, for example, if modules A & B are combined, successful students would be eligible to receive the IDSA Level 1 (SCUBA) qualification.

Or Individually
Courses may be run covering the requirements of one module only, for example, a course may be run to the syllabus of Module 'C' for divers wishing to progress from Level 1 to Level 2.

Note : The order in which the elements of each Module or combination of Modules are taught may be altered to suit the facilities, staff and equipment available, provided they are progressive.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 1 : GENERAL

1.3 SPECIALIST TRAINING

The Association plans to publish Guidance about the content Specialist Training Standards. It is intended to provide Guidance to organisations wishing to provide divers with additional career qualifications. This Guidance will be contained in a separate publication :

1.3.1 Non Diving

- Air Chamber Operator
- Air Diving Supervisor (SCUBA)
- Air Diving Supervisor (Inshore)
- Air Diving Supervisor (Offshore)
- Closed Bell Supervisor
- Commercial Diving Instructor
- Diving Equipment Maintenance Technician
- Life Support Technician
- Medic/DMT
- SCUBA Supervisor

1.3.2 Diving

- Archaeology
- Coral Fishing
- Enriched Air
- Fish Farming
- Mixed Gas SCUBA Diving
- Non destructive testing
- Underwater Blasting
- Polluted or nuclear environment diving
- Power Tools and Cutting equipment
- Rebreathers
- Science - not archaeology
- Standard Dress
- Underwater HP water jetting
- Wet Welding

1.4 APPEALS and COMPLAINTS

1.4.1 Schools

A School has the right to appeal against any decision made by the Executive Board. Full details of the grounds for the appeal should be forwarded to the IDSA Secretariat. It will then be considered by a specially convened Committee , who will make an appropriate decision, which is final.

1.4.2 Students

All Full Members must have a written procedure which must be followed by a student having an appeal or complaint concerning the issue of a certificate, or any other matter.

He may also write direct to the IDSA Secretariat outlining his situation. The Secretariat will send the complaint to the school which then has 6 weeks from the time it is received to comment. After 6 weeks the complaint with or without the comment of the school will be forwarded to the Executive Board.

The Executive Board may ask information and/or hear the complainant as it sees fit, and will send its decision to the IDSA Secretariat within 3 months from the date the complaint is received. The Secretariat will then forward the decision - which is final - on to the student and the school.

1.4.3 Policy

If the Director/Manager of a School receives a complaint from a student which he/she considers will affect the Policy of the Association as set out in this document, it must be forwarded to the IDSA Secretariat for inclusion in the Agenda for the next Annual Meeting. If the matter is urgent it will be circulated to members by post



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

2.1 GENERAL

There are 5 types of Membership, which are described fully in the remainder of this section.

- FULL (a) Diver Training Schools from :
- (i) Countries which **have** Formal Diver Training Programmes - see the Table of Equivalence on page 4.
 - (ii) Countries which **do not have** Formal Diver Training Programmes after they have successfully completed an IDSA Audit.
- (b) Specialist Training Schools teaching standards¹ approved by a National or Industrial Organisation which is acceptable to IDSA - A list is maintained on the IDSA Website.
- ASSOCIATE Schools who are either considering Full Membership or who wish to be associated with the work of the Association.
- AFFILIATE Government Departments, Diving Contractors and other Organisations concerned with or interested in the work of the Association.
- INDUSTRIAL Clients, Diving Contractors and other relevant organisations who wish to demonstrate their support for the work of the Association financially.
- RECIPROCAL An exchange of Membership with Organisations whose aims are similar to those of IDSA, and from which both sides can benefit

2.2 FULL MEMBERSHIP - DIVER TRAINING

2.2.1 Applications

A School wishing to apply should first read the Diver Training Standards and these Procedures, the Sections of particular concern are :

Section 2.2.2 - which follows	The Conditions of Acceptance	Are the rules by which Full Members must conduct all aspects of their training
Appendix B1	Full Membership : Application Form	Is the framework by which Schools demonstrate the way in which they will conform to the Conditions of Acceptance in preparation for the initial audit.
Appendix B2	Full membership : Guidance	Provides Guidance for the completion of the Application Form

Once the Application Form has been completed, it must be forwarded, together with all the supporting documentation, to the Secretariat. The Secretariat will then go through the documentation and request further information from the applicant as may be necessary.

When the documentation is complete, the next step will be decided by the following flow chart on the following page.

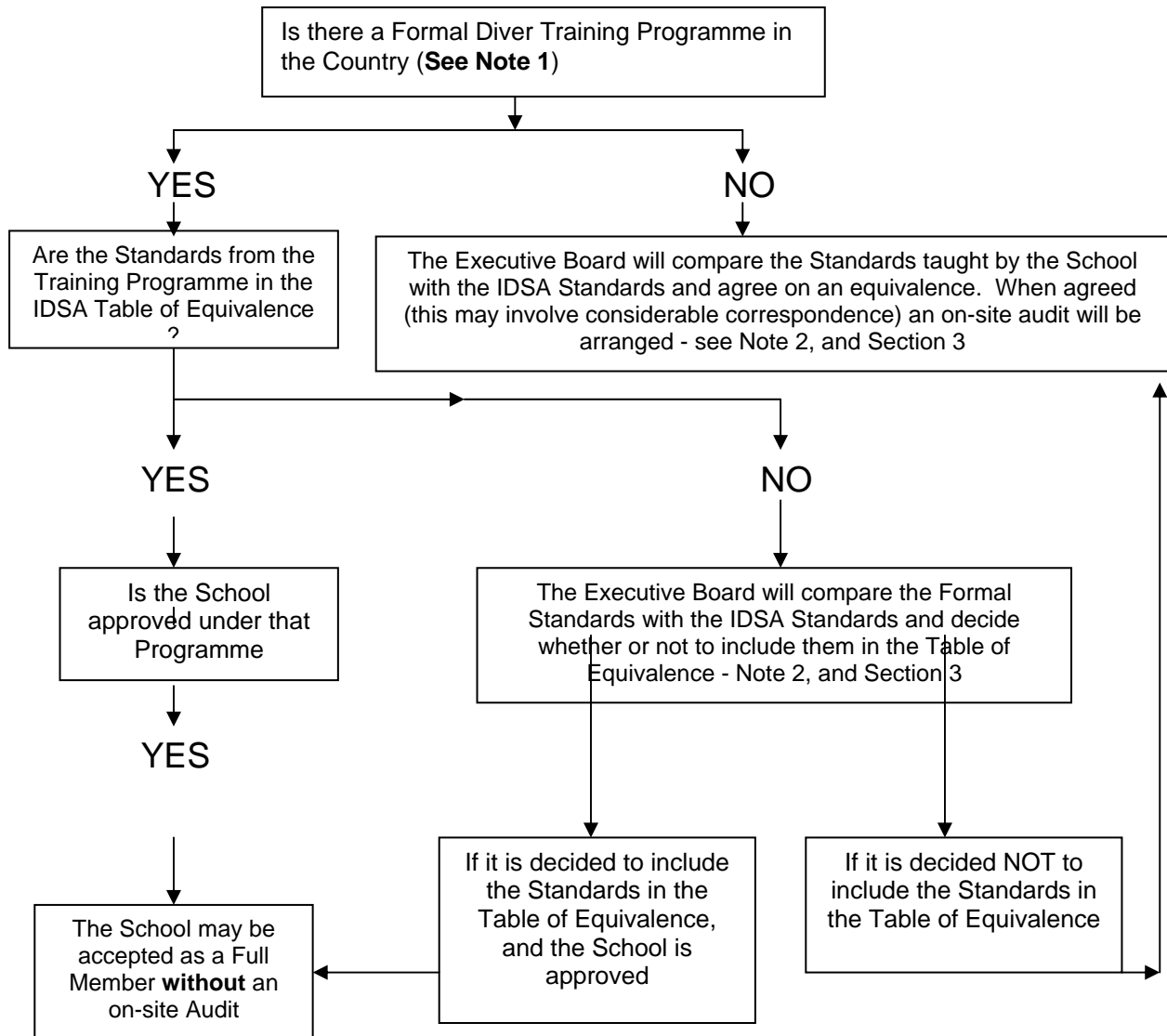
¹ Guidance for some Specialist standards is given in a separate publication



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

TABLE 3 : FLOW CHART – FULL MEMBERSHIP (Diver Training)



Notes :-

1. A Formal Programme of Diver Training is defined as :

A Government or Industry based organisation which has a written system for the Approval of Commercial Diving Schools which has been in use for at least 3 years, the system should include :

- Details of the facilities, diving areas, instructors, equipment, safety & maintenance procedures etc which a school is required to provide in order to gain approval.
- Full details of the Diver Training Standards Schools are expected to teach .A procedure for regular Inspections, and the status of the Inspectors
- A central system for the issue of Diver Certificates which ensures that they contain a photograph and are sequentially numbered.

If more than one system of approval has developed in a Country, applications to become an IDSA member will be considered on an individual basis.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

Table 3 : Notes (Continued)

2. Arrangements for an Initial Audit will not begin until all the necessary documentation is in place, this is to ensure that the possibility of failure is minimised. The failure of an audit will not only delay the eligibility of the school to issue IDSA Diver Qualification Cards (IDQC's) but may also require a follow up audit visit with all its additional expense.

2.2.2 Conditions of Acceptance : Diver Training

By signing the Full Members Diver Training Application Form (Appendix B1) a school agrees to :

2.2.2.1 AUDIT

Conform to the audit requirements as set out in Sections 3 of this document.

2.2.2.2 INSURANCE

Ensure that it holds adequate cover against Employers and Public Liability, that all equipment is insured against Theft, fire etc, and that the school conforms to the National legislation currently in force.

2.2.2.3 MEMBERSHIP

Pay the annual subscription appropriate to their type of Membership subject to the following conditions :

- (i) The subscription is paid on 1 January each year.
- (ii) If the subscription is not paid by 31 March a surcharge of 50% will be applied. If it is not paid by 30 June membership will lapse, and a Full Member's right to issue qualification cards withdrawn.
- (iii) Membership will also be withdrawn if, in the opinion of the Executive Board, the school has contravened either the Conditions of Acceptance as set out in this Section, or the Constitution.

2.2.2.4 NOTIFICATION of CHANGES

Notify the Secretariat of any significant changes e.g. Ownership. Key staff, Major items of equipment, course programmes, facilities or of any other change which may be relevant, as they occur.

2.2.2.5 STATUS

Confirm that it has not been expelled from a National or Industrial organisation, and conforms fully with all relevant National and Local Government Regulations.

If held, providing written evidence of :

- (a) Approval under the Formal Diver Training Programme of their Country.
- (b) Any other approvals held relevant to Diver training

2.2.2.6. TRAINING

Provide the facilities, equipment and staff, necessary to teach the Standards approved during Audit



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

2.2.2 Conditions of Acceptance : Diver Training (Continued)

2.2.2.7 GUIDANCE to STAFF

Write and maintain a Manual setting out the procedures necessary for the safe and efficient running of the School, tailored to it's location, equipment, staff and any other relevant matter . It is recognised that there are many ways of writing and laying out such a Manual, but t is suggested that it is divided into sections which should include :

- | | | |
|-------------------------|-----------------------------|-----------------|
| (a) Administration | (c) Training Assessments | (e) Maintenance |
| (b) Training Operations | (d) Actions in an Emergency | |

Each section might then be sub-divided further, for example :

(a) Administration

(i) The Issue of IDSA Diver Qualification Cards (IDQC's)

This section should ensure that :

- Graduates from Schools in Countries listed in the IDSA Table of Equivalence are given the opportunity to apply for an IDQC.
- Graduates from Schools from Countries not listed in the IDSA Table of Equivalence are issued with IDQC.

(ii) Medical Certification

This section should state that all students hold a certificate stating that they have undergone a medical **examination** and been found fit to dive by a doctor authorized to carry out the medical examination of commercial divers before they are put under pressure either in-water or in a pressure chamber

This certificate is in addition to any other documentation required by National regulations.

(iii) Course Programmes and Relevant Publications

This section should contain the routine for ensuring that Course Programmes and all relevant Publications are updated in accordance with changes and safety notices issued by the Association and National Authorities.

(iv) Records

Should describe the method of recording all training and diving records and ensure that they are kept for at least six years.

(v) Methods of Assessment

This section should contain details of the Assessment Methods to be used by Instructors.

(vi) Student Employment

This section should contain rules that ensure that students are NOT used for work tasks for which a Diving Contractor would normally be paid. Any work tasks carried out by a School, whether paid or not - should only be carried out by students after they have qualified. However, individually during training, they may take part in externships/work placement projects

(vii) Complaints

They contain a routine by which a student may make a complaint, and the way in which it is dealt with by the staff.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

2.2.2 Conditions of Acceptance : Diver Training (Continued)

(b) Training Operations

This section should contain the routines to be followed by Instructors for all training operations accepted by IDSA.. They should follow the Guidance given in Appendix B2, and take into account the facilities, equipment and staff and any other relevant factors of the school and its location. It should also detail the actions to be taken in an emergency by all relevant members of staff.

(c) Training Assessments

Should contain the assessment criteria to be used by Instructors and other relevant members of staff for their approved courses following the Guidance given in Appendix B2.

(d) Maintenance

The Maintenance and Testing Procedures should follow the Guidance given in Appendix B2. They should take into account the facilities, equipment and staff available to the school, and include a system for ensuring that equipment which is hired or on loan has been properly maintained and tested.

2.3 FULL MEMBERSHIP - SPECIALIST TRAINING

2.3.1 Applications

Any Industrial Diving School or similar organisation, whether Private, State Owned or Military which teaches Specialist Training Courses, and considers that it meets the Conditions of Acceptance as set out in Section 2.3.2 may apply for Full Membership of the Association. The relevant Application Form (Appendix B3) should be completed in full and forwarded, together with all the supporting documentation, to the Secretariat.

If the Secretariat considers that the Application does not meet the Conditions of Acceptance as set out in Section 2.3.2, it will be returned to the organisation with a request for clarification.

Once the documentation is in order it will be circulated to the Executive Board for consideration.

If the Board considers that the Application is not acceptable, it will be returned to the Applicant together with the reason(s) for the decision.

When the Board has accepted the Application all Members will be informed and asked for comment before the applicant becomes a Full Member.

2.3.2 Conditions of Acceptance : Specialist Training

By signing the Full Members Diver Training Application Form (Appendix B3) a school undertakes to :

2.3.2.1 INSURANCE

Ensure that it holds adequate cover against Employers and Public Liability, that all equipment is insured against theft, fire etc, and that the school conforms to the relevant National legislation.

2.3.2.2 MEMBERSHIP

Pay the annual subscription appropriate to its type of Membership subject to the following conditions :

- (a) The subscription is paid on 1 January each year.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

(2.3.2 Conditions of Acceptance : Specialist Training (Continued)

- b) If the subscription is not paid by 31 March a surcharge of 40% will be applied. If it is not paid by 30 June membership will lapse, and a Full Member's right to issue qualification cards withdrawn.
- (c) Membership will also be withdrawn if, in the opinion of the Executive Board, the school has contravened either the Conditions of Acceptance as set out in this Section, or the Constitution.

2.3.2.3 NOTIFICATION of CHANGES

Notify the Secretariat of any significant changes e.g. ownership. Key staff, major items of equipment, course programmes, facilities or of any other change which may be relevant, as they occur.

2.3.2.4 STATUS

- (a) Confirm that it has not been expelled from a National Federation, Association, or Governing Body, and conforms fully with all relevant National and Local Government Regulations.
- (b) Undertake to provide the Secretariat with copies of all relevant documentation each time they are re-certified.

Note : If the documentation required in paragraph (b) above is not provided within one month of it having been received from the Certifying Authority , IDSA Membership will lapse.

2.3.2.5. TRAINING

Provide the facilities, equipment and staff, necessary to teach the Specialist Standards listed in its Application for Full Membership.

2.3.2.6 GUIDANCE to STAFF

Write and maintain a Manual setting out the procedures necessary for the safe and efficient running of the School, tailored to it's location, equipment, staff and any other relevant matter . It is recognised that there are many ways of writing and laying out such a Manual, but t is suggested that it is divided into sections which should include :

- (a) Administration
- (b) Training Operations
- (c) Actions in an Emergency
- (d) Maintenance

Each section might then be sub-divided further, to include for example :

(a) Administration

(i) Course Programmes

Full details of the Course programmes updated in accordance with changes and safety notices which may be issued by the approving organisation.

(ii) Records

The requirement for course records of all the training and dives carried out under their control, to be kept for at least six years.

(iii) Methods of Assessment

Details of the Assessment Methods to be used by Instructors.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 2 : MEMBERSHIP

2.3.2 Conditions of Acceptance : Specialist Training (Continued)

(iv) Student Employment

Instructions that students are NOT used for work tasks for which a Diving Contractor would normally be paid. Any work tasks carried out by a School, whether paid or not - should only be carried out by students after they have qualified.

Individually during training, they may take part in externships/work placement projects

(v) Course Publications

As they become available, each student receives the most up to date information available which is relevant to his course.

(vi) Complaints

The procedure(s) for dealing with complaints are given in detail.

(b) Training Operations

Have written Procedures which, describe the conduct of a course and takes into account the facilities, equipment and staff of the school.

(c) Safety & Emergency

Have written Procedure detailing the action to be taken in the event of an accident or emergency which may reasonably be anticipated, taking into account the facilities, equipment, staff, and rescue organisations available to the school.

(d) Maintenance

Have written Maintenance and Testing Procedures as appropriate to the equipment used during training, taking into account the facilities and staff available to the school. They should also include a system for ensuring that equipment which is hired or on loan has been properly maintained and tested.

2.4 ASSOCIATE MEMBERSHIP

This type of membership is open to Schools who are either considering Full Membership or who wish to be associated with the work of the Association. In order to become an Associate member the School should complete the relevant Application form (Appendix C1) and forward it with the current annual subscription to the Secretariat.

2.5 AFFILIATE MEMBERSHIP

This type of membership is open to Government Departments, Diving Contractors and other Organisations concerned with or interested in the work of the Association. In order to become an Affiliate member the Application (Appendix C2) should be completed and forwarded it with the current annual subscription to the Secretariat

2.6 INDUSTRIAL MEMBERSHIP

This type of membership is available to Clients, Diving Contractors and other relevant organisations who wish to demonstrate their support for the work of the Association financially. In order to become an Industrial member the Application (Appendix C3) should be completed and forwarded with the current annual subscription to the IDSA Secretariat.

2.7 RECIPROCAL MEMBERSHIP

An exchange of Membership with Organisations whose aims are similar to those of IDSA, and from which both sides can benefit. This type of Membership is agreed by an exchange of letters.



SECTION 3 : AUDITS

3.1 GENERAL

Schools from Countries listed in the Table of Equivalence are audited under their Formal Diver Training Programme, Schools from Countries which are not listed will be audited by IDSA following the procedures outlined in this section. The audit these schools is essential for the credibility of the IDSA programme.

3.1.1. Initial Audit

The audit will consist of a review of the School's facilities, equipment, staff, and training programmes etc in order to ensure that they match the details contained in the Application and meet the relevant IDSA Standard(s).

3.1.2 Re-certification Audit

The re-certification audit is intended to ensure that the correct standards have been maintained since the last Initial on-site or re-certification audit.

Where the School is from a Country listed in the IDSA Table of Equivalence, documentary evidence of continued recognition/approval will be required within one month of issue.

Apart from the initial and Re-certification audits, a Special Audit may be necessary at any time in the event of a major change of circumstances e.g. change of ownership, or in the case of a serious complaint or major non-compliance - see section 3.4.2. Such audits will be required as directed by the Executive Board.

3.1.3 Frequency of Audit

Schools from Countries not listed in the IDSA Table of Equivalence will undergo a on-site Audit on Initial Application, and subsequently Recertification every 3 years

3.1.4 Costs of Audit

All the costs of the Audit including the auditors fees are the responsibility of the School. The Auditors fees must be paid in advance and the balance on receipt of the audit invoice from the IDSA Secretariat.

The costs of audit will comprise all charges for travel and accommodation not paid directly by the school plus the auditors fees. The auditors fees will be based on a daily rate set at the annual meeting. The length of the audit - which will determine the total fee - will depend on the modules requested, and the geographical location of the Schools Dive Sites (see section 3.1.7.3).

3.1.5 Auditors

In order to ensure the impartiality and consistency of the audit process, two auditors will be appointed for all Audits, one of which will be nominated as the lead auditor.

A central list of IDSA Auditors is to be maintained at the IDSA Secretariat. Auditors located as near to the school geographically as possible will normally be selected in order to minimise travel costs.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 3 : AUDITS

3.1.6 Qualifications of Auditors

The combined experience of the two auditors - who should individually have at least 10 years experience in the Industry - should conform to the following criteria :

- (a) They should not have any current commercial, financial or any other connections with the School being audited or any other IDSA School, nor should they have worked or held office at the School being audited at any time.
- (b) Hold, or have held a Commercial Diving Qualification appropriate to the course being audited.
- (c) Hold an educational qualification, or have had responsibility for diver training or have had at least 4 years experience of teaching organising and managing a Commercial or Military Diving School
- (d) Have worked on Diving Projects, either Offshore or Inshore or a combination of both, appropriate to the modules being taught.
- (e) Have an adequate working knowledge of the English Language.
- (f) Be of good standing in the Diving Industry, and hold suitable and acceptable alternative experience at the discretion of the Executive Board.
- (g) All IDSA auditors will be approved by the Executive Board.
- (h) Auditors should have had formal audit training either 'in-house' or external.

3.1.7 Arrangements for Audit

3.1.7.1 MANAGEMENT

Audits will be managed by the IDSA Secretariat which will liaise with Schools and the Auditors in order to ensure that audits are carried out in accordance with the remainder of this section.

Audits should normally be carried out when an IDSA course is in progress.

3.1.7.2 AUDIT 'WINDOWS'

All audits will normally be planned to take place at the relevant interval from the date of the last audit report. However, there are a number of factors which may affect this intention - for example, course cancellation, a change in the periodicity of courses etc. If it is not possible to arrange the audit within a window 3 months either side of the planned date, the Secretariat must inform the Executive Board who will decide the action to be taken.

3.1.7.3 REMOTE DIVE SITES

Some schools have a remote dive site(s) which is several hours travelling time from the main base, and which is only used for particular sections of the course. In these cases the Initial Audit must visit all locations. In situations where this is either impracticable or causes severe difficulty the Secretariat will refer the matter to the Executive Board.

Re-certification audits should be arranged so that remote locations are visited alternately when a course is in progress.

3.1.8 Documents

3.1.8.1 AUDITS

The Administration is to ensure that all the necessary documentation has been received from the School before an Audit date is arranged.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 3 : AUDITS

3.1.8.1 AUDITS (Continued)

Schools must ensure that the following documentation, plus any other which is relevant, is readily available to the auditors when required from the time they arrive on site :

INITIAL

Application Form
Training Manual or Equivalent
Proof of Insurance
Maintenance Schedules
Student Records
Staff records

RE-CERTIFICATION

Initial Application Form
Subsequent Re-Certification Audit Reports
Notification of changes (Section 2.3.1.4)
Training Manual or Equivalent
Proof of Insurance
Maintenance Schedules
Student Records
Staff records

3.1.8.2 ARCHIVES

Audit documentation is to be retained in the IDSA Database indefinitely. Schools are to retain all records for a minimum of 6 years.

3.1.8.3 PUBLICITY

Comments contained in an audit report (Appendices H or I) may not be used for publicity by the School.

3.2 THE PROCEDURE FOR AN INITIAL AUDIT

If by following the procedure set out in Section 2 an on-site audit is necessary, auditors will be appointed, and the IDSA Secretariat will arrange an audit date with the School and auditors.

The School's application form together with all accompanying documentation and any relevant correspondence will be forwarded to the Auditors at least two weeks before the audit start date.

On completion of the Audit the Lead Auditor is to forward the Audit Report (Appendix H) and all supporting documentation to the IDSA Secretariat.

If the Audit Report recommends that the School is accepted as a full member of IDSA, the Secretariat will send an invoice for the Annual subscription. Once the invoice has been paid, a Wall Certificate will be issued - signed by the Administrator - and the School may request the issue of IDQC's in accordance with the procedure in Section 4. for the modules approved by the Audit.

If there are minor non compliances - see 'Definitions' page 5 - the procedure in section 3.4.1 is to be followed. If the non compliances are closed out within the requisite time period the procedure for acceptance as a Full Member in the paragraph above may be followed.

In the event of a major non compliance, the audit is to be terminated, and re-scheduled when the non compliance has been rectified.

3.3 THE PROCEDURE FOR A RE-CERTIFICATION AUDIT

Every 3 years from the date of the Initial Audit the Secretariat will arrange for two Auditors to carry out a re-certification audit in accordance with Appendix I.

The Secretariat will arrange an audit date, and ensure that a copy of the last audit report together with any relevant correspondence and notification of changes (Conditions of Acceptance Section 2.2.2.4) are forwarded to the Auditors at least two weeks before. Schools must ensure that all previous audit documentation, including their original Application Form is available to the auditors - see section 3.1.8.1 above.

On completion of the Audit the Lead Auditor is to forward the Audit Report (Appendix I) and all supporting documentation to the IDSA Secretariat. If the report is satisfactory no further action is required. If there are minor non compliances the procedure in section 3.4.1 is to be followed, and if there are major non compliances section 3.4.2.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 3 : AUDITS

3.4 NON-COMPLIANCES

3.4.1 Minor Non-Compliances

A 'Minor Non Compliance' is defined as :

A small error in procedure which is readily corrected e.g. unsuitable equipment which can easily be replaced : incorrect record keeping which can be rectified simply, generally the rectification of minor deficiencies or improvements to the overall efficiency of the training programme.

- 3.4.1.1 The time allowed to correct minor non-compliances will normally be 3 months from the date of the audit report. If there are circumstances which make it reasonable to extend this period, the Auditors are to make a recommendation to the Executive Board, whose decision will be final.
- 3.4.1.2 Once the School has corrected the non-compliances, it is to forward evidence i.e. documentation, photographs or other material demonstrating the corrections which have been made, to the Secretariat.
- 3.4.1.3 If there is no recommendation for an extension and the non-compliances are not closed after three months, the membership of the School will be reverted to Associate ,and the right to issue IDQC's will be withdrawn and the Administrator will inform the School accordingly.
- 3.4.1.4 All the relevant documentation will then be forwarded to the Executive Board which will decide on any further action to be taken.

3.4.2 Major Non Compliances

A 'Major Non Compliance' is defined as :

An unsafe procedure : badly maintained equipment : insufficient equipment : the inadequacy of a facility : the incompetence of a member of staff or his/her lack of training, or any other matter which threatens the safety and/or the fundamental integrity of the course.

- 3.4.2.1 If in the view of the auditors the non-compliances are of such a nature that they threaten safety and/or the fundamental integrity of the course, the Lead Auditor must inform the school that it's approval to teach IDSA courses is suspended. He must also inform the Administrator immediately detailing the reasons for the major non-compliance(s).
- 3.4.2.2 The school then has 3 months in which to correct the major - and minor - non-compliance(s) contained in the audit report.
- 3.4.2.3 If the School is able to provide the Secretariat with evidence that it has closed out the major non compliances, a follow up audit will be arranged which will be carried out by one of the original auditors..
- 3.4.2.4 If the follow up audit reveals minor non-compliances, these may be dealt with as in Section 3.4.1 and the suspension lifted once they have been closed out.
- 3.4.2.5 If a major non-compliance remains the School's approval will be withdrawn permanently and it will be reverted to Associate Membership. In order to regain Full Membership the school will then have to undergo an Initial Audit in accordance with Section 3.2.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 3 : AUDITS

3.5 GUIDANCE to AUDITORS

3.5.1 General

- 3.5.1.1** More detailed guidance is given in the Initial and Re-certification Audit Reports - Appendices H & I.
- 3.5.1.2** During their visit Auditors should make contact with as many members of staff who are involved in the IDSA Course(s) as possible and establish that they have a reasonable knowledge of the training standards as it applies to them.
- 3.5.1.3** Should the Auditors disagree the reasons for their disagreement together with the Audit Report are to be forwarded to the Administrator for consideration by the Executive Board, who will make the appropriate decision.

3.6 STUDENT QUESTIONNAIRES

At the end of each course, as a back-up to the auditing system, all students are to complete the Student Questionnaire - Appendix E (Schools may use their own equivalent if they wish). They are then to be retained with the course records.

The IDSA Secretariat may also carry out a random mailshot of the form to students from time to time.



SECTION 4 - IDQC ISSUING PROCEDURES

4.1 GENERAL

An IDSA Diver Qualification Card (IDQC) is issued to students who graduate successfully. It supplements the National Qualification and does not replace it. It may stand alone if there is no National Qualification, or it may be adopted as the National Qualification.

IDQC's are issued centrally by the Secretariat, and the procedure for Full Members Schools who wish to issue them to their students, is given in this section.

The Secretariat is responsible for the management of a Database containing the details of all IDQC's issued. Organisations wishing to verify a card may do so with the Secretariat.

The credit card size IDQC will contain the following information plus a photograph of the student :-

IDSA Level	School	Date of Issue
Last Name	First Name	Date of Assessment/Graduation
Date of Birth	IDSA Card Number	

Authorising Signature of the Administrator or his authorised deputy.

The cost of the IDQC's will be set at IDSA Annual Meetings to cover the expense of their issue, and make a contribution to the overall cost of administration.

IDQC's will normally be issued on graduation from a Full Member School - Section 4.2. However, if this has not been possible the relevant procedures are shown in Section 4.3.

Graduates from non-IDSA Schools, and divers who are experienced but hold no qualification may obtain an IDSA after successful completion of a Competence assessment following the procedure in section 4.4

If for some reason IDQC's are not available for students on Graduation e.g. a postal delay, they may be issued with a Temporary Card/certificate which has an expiry date - clearly identifiable on the card - one month after graduation.

The procedures for the issue of IDQC's follow.

Note :

All requests for IDQC's must be accompanied by a photograph of the diver. They may be sent either by E Mail or by conventional mail, E Mail is preferred as it is faster and saves storage space.

- a. If sent by E Mail the relevant form as shown in the F series of Appendices should be transmitted in Word format and a photograph of student attached separately as a jpg file, image size : height 7.6 and width 5.7 cm. Each photograph should clearly relate to the Student by name and/or reference number.
- b. If sent by Conventional Mail the relevant form as shown in the F series of Appendices should be accompanied by two passport size photographs of each student, one for their certificate and one for the record. The name of the student must be written in capital letters on the back of each photograph.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 4 : IDQC ISSUING PROCEDURES

4.2 ON GRADUATION

- (a) The IDQC request form - Appendix F - should be sent to the Secretariat as soon as possible after completion of a course, or 1 month before it is due to complete if it is intended to award the cards on the final day.
- (b) Payment of the certificate charges (calculated at the latest rates) for the total number of students on the form must be arranged at the same time as it and the photographs are sent. Student cards will not be processed until payment has been received.
- (c) The Secretariat will allocate a unique serial number for each card, and arrange for the cards to be processed, signed by the Administrator and returned to the School for issue to the students.
- (d) If the IDQC's are received before the end of a course, and a student is then not eligible to receive one through failure, back classing, Medical or any other reason, the Secretariat should be informed as soon as possible and the Database will be adjusted accordingly. The card must be returned to the Secretariat for destruction, even if the student is expected to return for a subsequent course.

4.3 CERTIFICATION FOR DIVERS WHO DID NOT RECEIVE A QUALIFICATION CARD ON GRADUATION.

Divers who did not receive a card on graduation from a Full Member School for one of the following reasons :

- 4.3.1 Graduation was from a Full Member school and an IDQC was not issued.
- 4.3.2 Graduation was before the School became a Full Member
- 4.3.3 It was not issued on Graduation and the School has since closed
- 4.3.4 The necessary bottom times were not achieved at the School.

A Qualification Card may only be issued if **the syllabus at the time of graduation was equivalent to the one subsequently approved by IDSA.**

4.3.1 Graduation was from a Full Member School and an IDQC was not issued

Divers should apply for a card to the Full Member School at which they qualified. The School should then verify the request, and forward it to the Secretariat following the procedure in section 4.2 above, but using the form in Appendix F2. The Secretariat will then arrange for the issue of the IDQC's.

4.3.2 Graduation was before the School became a Full Member

Divers who graduated from a school before it became a Full Member are eligible to receive a Qualification Card **provided the syllabus at the time of graduation was equivalent to the one subsequently approved by IDSA.** They should apply for a card to the School at which they qualified. The School should then verify the request, and forward it to the Secretariat following the procedure in section 4.2 above, but using the form in Appendix F2. The Secretariat will then arrange for the issue of the IDQC's.

4.3.3 IDQC not issued on Graduation, and the School has since closed

A diver wishing to obtain an IDQC subsequent to qualification, from a School which was an IDSA member but which has since closed or discontinued membership, should apply direct to the IDSA Secretariat enclosing a copy of the original qualification certificate from the school.

If there is a formal National or Industrial programme of Diver Training in the Country concerned, the IDSA Secretariat will make contact and verify the certificate. Once the certificate is verified, IDQC's will be issued as in section 4.2 above.

If there is no National Programme then the diver will be required to take an assessment at a Full Member School - see section 5



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

SECTION 4 : IDQC ISSUING PROCEDURES

4.4 AFTER SUCCESSFUL COMPLETION OF A COMPETENCE ASSESSMENT

On completion of a Competence assessment the School or Lead assessor must complete and forward the Form in Appendix F4 together with full details of the assessment. At a minimum there must be :

- (a) A file for each diver containing copies of :
 - (i) His List of Experience - following the format in the G series Appendices
 - (ii) A copy of his Medical Certificate
 - (iii) A record of his Dives
 - (iv) A record of his Assessments
 - (v) The result of his written Exam
 - (vi) A report of any incident or accident
 - (vii) A letter signed by the Assessor stating the language used during the assessment if other than English.



SECTION 5 The COMPETENCE ASSESSMENT of EXPERIENCED DIVERS

5.1 GENERAL

Experienced divers with no Diver Training Qualification may obtain an IDQC by successfully completing an assessment of their Competence. The assessment - **which will include a theoretical exam** - may only be carried out by a Full Member School or Assessors appointed by the IDSA Executive Board, either on the premises of a Full Member School or at an alternative location which has all the necessary facilities and equipment.

It is strongly recommended that all assessments are preceded by a refresher training session which may include a theoretical examination and familiarisation dives. This training may be carried out either at the school's own premises or the alternative location.

5.1.1 Schools

Schools wishing to carry out an assessment must apply for approval from the Executive Board - via the Secretariat - giving full details of the proposed assessment, that is :

- (a) If carried out at the school :
- Planned dates
 - Assessment Programme
 - Outline details of the facilities and diving locations to be used.
 - Name of the Instructors - if not listed in the Schools application form their CV's must be forwarded.
 - Number of applicants - Approval for an assessment will not be given unless there are a minimum of 8 students
- (b) If not carried out at the school :
- The Full Members Diver Training Application Form (Appendix B1) must be completed for the proposed location and forwarded to the secretariat for the consideration of the Board.
- (c) Once the School receives Board Approval it may proceed with the assessment.
- (d) On completion of the Assessment the following must be forwarded to the Secretariat together with the request for the issue of IDQC's (Appendix F4) a dossier for each diver containing copies of :
- (i) His List of Experience - following the format in the G series Appendices
 - (ii) A certified copy of his Medical Certificate
 - (iii) The Dive Records or certified copies used for the Assessment.
 - (iv) The result of the written Exam
 - (v) A report of any incident or accident

5.1.2 Appointed Assessors

If no School is available, and there is a reason to arrange a Competence Assessment. The Board will appoint an Assessor(s) with the necessary experience and competence, it may also appoint and Advisor to be present during all or part of the assessment.

The Lead Assessor will then be required to submit the Full Members Diver Training Application Form (Appendix B1) to the Secretariat before he proceeds with the Assessment.

On completion of the Assessment the Assessor must forward the documents listed in Section 5.1.1 (d) before IDSA Diver Qualification Cards can be issued.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

The COMPETENCE ASSESSMENT of EXPERIENCED DIVERS

5.1.3 Divers

Divers wishing to take a competence assessment must contact either the IDSA Secretariat or a Full Member School² and obtain the entry requirements which will normally include :

- a. Advance evidence that they have the necessary diving and work experience. It is not advisable to send original Logbooks by mail - because if they are lost, they are generally irreplaceable - it is strongly recommended that this evidence is provided in the form of a list, similar to the examples shown in Appendices G1 to G4.

If the diver is then accepted for assessment, he **MUST** take his Logbooks to the assessment. The Logbook(s) will be examined and compared with the information contained in the list which was forwarded in advance, and at least 2 of the Contractors listed must be asked to verify the entries which relate to them³. If there is any doubt as to the accuracy of the information contained in a Logbook, the school must decide whether or not the diver is eligible for assessment.

- b. Evidence that they are medically fit to dive.

5.2 THE CALCULATION OF EXPERIENCE

When checking the logged diving experience prior to assessment, the bottom time must have been :

- Either paid working dives or carried out in a training module at a Full Member school
- Logged, countersigned by the Supervisor and verified with the Contractors stamp. The school must verify the experience logged with at least 2 of the Diving Contractors.

Please note particularly that the following bottom time **CANNOT** be counted :-

- Diving experience gained in equipment which is not relevant to the Training Standard.
- Descent, ascent and decompression time.
- Chamber only dives
- Bottom time obtained more than 4 years before the proposed date of the Assessment

² A list of Full Members is maintained on the IDSA Website www.idsaworldwide.org

³ If a diver has only worked for one Contractor, that contractor only need be contacted.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

The COMPETENCE ASSESSMENT of EXPERIENCED DIVERS

TABLE 4 : LIST of BOTTOM TIME REQUIRED before an ASSESSMENT

NOTES :

- (1) The Total Bottom Time and Minimum Number of Dives shown in this Table are **TWICE** those required during a training course.
- (2) Recreational diving experience, cannot be counted towards the bottom time required for Level 1

IDSA QUALIFICATION	Equipment	Depth (Metres)	Total Bottom Time (Mins)	Minimum Number of Dives	Minimum Bottom Time for any dive
IDSA LEVEL 1 Commercial SCUBA Diver	SCUBA	0 to 25	1000	30	20
		26 to 30	300	10	20
IDSA LEVEL 2 Surface Supplied Inshore Air Diver	SCUBA	0 to 25	1000	30	20
		26 to 30	300	10	20
	SSDE	0 to 9	1300	24	30
		10 to 19	600	12	25
		20 to 30	400	8	20
IDSA LEVEL 3 Surface Supplied Offshore Air Diver	SCUBA	0 to 25	1000	30	20
		26 to 30	300	10	20
	SSDE	0 to 9	1300	24	30
		10 to 19	600	12	25
		20 to 30	400	8	20
		30 to 39	60	2	20
		40 to 50	80	4	15
	Wet Bell	0 to 9	180	6	30
		10 to 20	120	4	30
	Hot Water	0 to 20	180	6	30
IDSA LEVEL 4 Closed Bell/Mixed Gas diver Note :- No bottom times are set for this Standard	IDSA Level 3 or 3A plus : <ol style="list-style-type: none"> 1. 24 bell lockouts as a diver 2. 24 bell runs acting as bellman 3. 5 simulated rescues of an incapacitated diver 4. 12 bell runs from deck chamber to deck chamber with full transfer under pressure. 5. 4 x chamber pressurisation and TUP checks 6. 4 x pre-dive bell checks 7. Safely and competently three bell bounce dives to depths of 55, 75 and 100 metres respectively. 8. A saturation dive from a living depth greater than 50 metres from which the student must complete two bell runs to a depth greater than 50 metres. The lockout for these bell runs should be at least 15 minutes for each diver on each occasion. (See Note). A simulated incapacitated diver rescue should be made during one lockout. 				



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

The COMPETENCE ASSESSMENT of EXPERIENCED DIVERS

5.3 THE CONDUCT OF ASSESSMENTS

Minimum durations for assessments are given in the Table which follows, in practice, the actual duration may have to be increased by a school depending on the equipment and facilities, the location of the diving areas and the number of divers to be assessed.

IDSA LEVEL	DURATION in DAYS					
	1	2	3	4	5	6
1						
2						
3						
4	No minimum time has been set for this Level					

If a school receives an application for assessment from a diver and he is the only applicant at the time, his assessment may be combined with those being carried out by a training course, if it is practical. In particular, no dive should take place unless the minimum number of staff and students, as required either by National Regulations or as set out in Appendix B2 Section 3.2, are present.

5.4 GUIDANCE ON CHECKING LOGGED EXPERIENCE

The following guidance is given for occasions when it is necessary to verify the logged experience of a diver requesting a qualification.

Whenever possible have an experienced Instructor carry out the check as he may be able to identify anomalies in Company and Supervisor names, water depths, diving procedures etc. Suspect entries are easier to identify if the diver is asked to list his dives in a simple table, grouped in the depth ranges required. e.g. : Location, Bottom Time, Total Decompression Time etc - See Appendices Ia to Id.

LOOK FOR :

- Smudged and illegible Company Stamps
- Stamps from unknown Companies -check the Company exists.
- Wrong decompression times
- A number of dives recorded in an area where it is known there is little work.
- New pages
- Obvious Photocopies
- Replaced photograph or personal data page

A percentage of the dives should be checked at random with the relevant Contractor.

If an anomaly is found in the Logbook, the verification must be discontinued, and the Logbook returned. Full details of the applicant should be sent to the Administrator who will inform the Executive Board.



APPENDIX A1 : THE CONSTITUTION

The Constitution has been drawn up in accordance with Dutch Law (Ref : KvK:27199463) ⁴

Article 1 : NAME AND SEAT

1. The Association bears the name of International Diving Schools Association, in short 'IDSA'.
2. It has its seat in Delft, the Netherlands, and has been established for an indefinite period.

Article 2 : LEGAL STATUS

The IDSA is an incorporated Association under Articles 1-63 of Book II of the Civil Code of the Netherlands.

Article 3 : PURPOSE

The IDSA aims to

- Work towards common International Standards of Training.
- Improve standards of Safety and Quality at Commercial Diver Training Schools.

It shall seek to achieve its aim by, but not limited to:

- Providing an effective means of communication between schools.
- Providing a common and collective voice to government agencies and Industry related Organisations on any matter affecting members.
- Promoting any activity, idea or subject which may improve the international operations of the Association.
- Co-operating on matters which may improve placement opportunities for graduates from member schools.

Article 4 : MEMBERSHIP

1. There shall be 3 Classes of membership :

1.1 FULL

Schools which meet the Conditions of Acceptance in at least one of the Diving Categories set by the Association, and who may issue Diver Training Certificates.

1.2 ASSOCIATE

Schools who wish to be associated with the work of the Association, but who either do not wish, or are not eligible to issue IDSA Certificates.

1.3 AFFILIATE

Relevant Government Departments, Diving Contractors and other Organisations concerned with or interested in the work of the Association

2. Any School/Organisation may apply for membership by following the procedure set out in Section 2 of the Association's Standards and Procedures. The Executive Board decides on admission. If the Executive Board decides not to admit a School the General Meeting may overrule the Executive Board and decide to admit the School.
3. Membership is individual and therefore not transferable.
4. A member unable to be present at a meeting may appoint either an alternate or a proxy by giving notice in writing to the secretary.

⁴ This Constitution should be read in conjunction with the Rules and Regulations as set out in Appendix A2



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A1 - The CONSTITUTION

Article 5 : SUSPENSION of MEMBERSHIP

1. The Executive Board has the power to suspend a School's membership for a period of no longer than two months, whenever a member or one or more of its representatives is acting contrary to his obligations of membership or through his conduct or behaviour has damaged the interests of the Association in a major way.
2. The suspended member has the right to appeal to the General Meeting after receipt of notification of the suspension.
3. During the period of suspension the rights of membership cannot be exercised.

Article 6 : TERMINATION of MEMBERSHIP

1. The membership ends through:
 - resignation;
 - the Association giving notice of cancellation of membership;
 - expulsion of a member by the Association.
 - In the case of a full member, if the Contract with the Association is broken.
2. A member can only be expelled because of conduct contrary to the bylaws, rules or regulations of the Association or because of conduct causing an unreasonable disadvantage to the Association.
3. Expulsion is initiated by the Executive Board which without any delay will notify the member, advising him of the reason(s) for expulsion.
4. The expelled person has the right to appeal to the General Meeting within one month after receipt of notification of expulsion. During the term of appeal and pending appeal the member is suspended.
5. There must be at least a two/third majority of the number of validly cast votes in favour of expulsion for the appeal to fail.
6. A further reason for expulsion may be absence or not attending three meetings in a row without notification.

Article 7 : The ASSOCIATION YEAR

1. The Association's year is equal to a calendar year.
2. The financial year is equal to a calendar year.

Article 8 : FINANCE

1. The Association's funds consist of:
 - Fees and other contributions by the members
 - Donations and grants from governments, the industry and other organisations, for unspecified or specific purposes
 - Other income.
2. The Executive Board has the power to accept or reject funds.
3. The Association Accounts are to be kept by the Treasurer

Article 9 : OBLIGATIONS

1. Any member is obliged :
 - to uphold the bylaws and rules and regulations of the Association as well as the decisions of the bodies of the Association;
 - not to unreasonably damage the Association's interests;
 - to accept all obligations stemming from the membership of the Association or accepted by the Association on behalf of its members.
2. The Association cannot accept any obligations, unless the Executive Board has been granted permission to do so by the General Meeting.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A1 - The CONSTITUTION

Article 10 : EXECUTIVE BOARD

1. Apart from the initial Executive Board which was appointed by deed, the Executive Board is elected by Full Members at the General Meeting.
2. The Executive Board consists of a Chairman, an Honorary Secretary and a Treasurer.
3. The Chairman will be elected biannually by the General Meeting with the Secretary and the Treasurer being elected on the alternate years.
4. The General Meeting may suspend a member of the Executive Board when and if the General Meeting deems this necessary.
5. A two/third majority of the number of validly cast votes is needed to do so.
6. Membership of the Executive Board will end through:
 - decease of the member;
 - written resignation;
 - expulsion.
7. Should for any reason the Executive Board lack one or more members, the remaining members or member will constitute a lawfully appointed Executive Board.
8. All members are eligible for re-election.

Article 11 : TASKS OF THE EXECUTIVE BOARD

1. The Executive Board shall manage the funds and other possessions of the Association and ensure that the Association operates in accordance with the bylaws and any rules and regulations.
2. It will meet as determined by the Chairman.
3. For decisions of the Executive Board to be valid, there must be a quorum of two members present.
4. The Executive Board may ask advice of and grant commissions to organisations operating in fields similar to the Association's.
5. The Executive Board may invite representatives of government and science to attend its meetings as observers.
6. The Executive Board will inform the members on a regular basis of ongoing matters.
7. The task and competence of the Executive Board may be specified by rules and regulations.

Article 12 : THE ADMINISTRATOR

1. The Executive Board shall appoint an Administrator, who under its responsibility carries out the decisions made at the General Meetings.
2. The Administrator shall manage the day to day running of the Association as set out in the Standards and Procedures.
3. The Administrator attends the meetings of the Executive Board and acts as Minute Secretary.
4. The task and competence of the Administrator may be specified by rules and regulations.

Article 13 : REPRESENTATION

Two members of the Executive Board, one of whom must be the Chairman or the Treasurer, represent the Association in Law.

Article 14 : COMMITTEES

1. The Executive Board may under its responsibility form Committees on various subjects both from members and from other persons.
2. Institution and composition as well as tasks and competence of these committees will be regulated by rules to be defined by the Executive Board, as far as possible after agreement with the General Meeting.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A1 - The CONSTITUTION

Article 15 : The GENERAL MEETING

Within 6 months after the end of any calendar year a General Meeting will be held. In this meeting the Executive Board will present its yearly report and will render account of policy, providing all the necessary documents.

1. The General Meeting will appoint annually an Audit Committee of at least two members, who shall not be members of the Executive Board, to examine the accounts of the actual i.e. last year. The Committee will report to the General Meeting. In case special accounting expertise should be required the Committee may avail itself of expert assistance.
2. The Treasurer supported by the other members of the Executive Board will provide the Auditing Committee with all information requested and show the Committee bank statements, cash and other valuables, as well as accounts and documents pertaining to the Association if so required by the Committee.
3. The General Meeting by its approval of the Auditing Committee's report will discharge the Executive Board of liability.
4. Should approval of the accounts be refused, the General Meeting will appoint another Committee composed of at least three members that shall re-examine the accounts. This Committee has the same powers as the first Committee. Within a month after its appointment this Committee will report, either verbally or in writing, to the General Meeting. In case approval of the accounts still is refused, the General Meeting may take all measures considered to be required in the interest of the Association.

Article 16 : CALLING a GENERAL MEETING

1. The General Meetings will be called by the Executive Board. There must be at least two months between convocation and meeting. The convocation will be in writing and will be sent to all members.
2. Apart from the meeting as referred to in article 15, General meetings may be held as often as the Executive Board deems necessary and whenever it is requested in writing, stating the subjects to be discussed, by at least such a number of members as is qualified to cast at least a tenth of the votes in the General Meeting.
3. Upon receipt of a request according to para 2 the Executive Board is required to call a General Meeting to be held within four weeks. Should the Executive Board not call a meeting within two weeks upon receipt of such a request the petitioners may call a meeting in the same way the Executive Board calls the General Meeting.

Article 17 : ATTENDANCE at a GENERAL MEETING

1. All members have the right to attend the General Meeting but only Full members shall have one vote in this meeting.
2. A unanimous vote of all members, even cast outside an official General Meeting, will be a valid decision of the General Meeting, providing the Executive Board is notified. Such a decision will be registered in the minute book by the secretary and will be announced at the next General Meeting.
3. Voting on issues will be by show of hands or by postal ballot. The acceptance of proposals by acclamation is allowed, provided acclamation is proposed by the Chairman.
4. On all proposals concerning issues the decision will be made by a simple majority of votes, unless the bylaws demand otherwise. The Chairman shall not normally vote, but in case the votes are equally divided he/she shall have the casting vote.
5. When voting on persons the person gaining a simple majority of votes is chosen. In the case of no person reaching this majority a second vote will take place between those persons that have gained the highest number of votes and the person reaching the majority in this second vote is chosen. Whenever in the second voting the votes are equally divided, the case will be decided by lot. In the case of this article only validly cast votes are taken into account i.e. abstentions will not be counted.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A1 - The CONSTITUTION

Article 17 : ATTENDANCE at a GENERAL MEETING (Continued)

6. A member who is not able to attend the General Meeting, may vote by proxy (letter, E-mail or fax) or delegate to another Full Member, provided in any case notification is received by the Secretary, before a meeting.
7. A decision is made if and when the Chairman during the meeting declares it to be made. If however the Chairman's announcement of the decision is challenged straightaway a new vote will be held if and when the majority of those present so desire, or in case the original vote was not by call or in writing, if and when any person, present and having the right to vote, so desire. The Executive Board is qualified to invite persons or bodies to attend a part or the whole of the General Meeting as an observer without the right to vote.

Article 18 – CONDUCT of MEETINGS

1. The Chairman of the Executive Board chairs the General meetings. If he is unable to carry out this duty he will appoint a Deputy in good time
2. The Executive Board must ensure that Minutes are taken of the matters discussed in the General Meeting

Article 19 - CHANGE OF BYLAWS

1. A change of bylaws can only be made upon decision of the General Meeting, called stating a change of bylaws will be proposed. There must be at least two months between convocation and meeting.
2. The person or persons calling a General Meeting in which a change of bylaws is proposed will, at least five days before the day of meeting deposit a written copy of the Changes, proposed in such a way that this copy will be easily available for perusal by all members until the end of the day of the meeting.
3. A change of bylaws can only be decided upon by a General Meeting in which at least two-thirds of the members are present or represented and can only be decided by a two-thirds majority of validly cast votes.

Article 20 – UNANIMOUS CHANGE of BYLAWS

Article 18 will not be applicable to a decision to change the bylaws if and when all members are present or represented at the General Meeting and the decision to change the bylaws is taken unanimously.

Article 21 – EFFECTING a CHANGE of BYLAWS

1. The change of bylaws will only take effect after a deed is drawn up by a Notary Public.
2. The Executive Board is held to deposit a copy of the deed of change and of the new bylaws at the Chamber of Commerce under whose jurisdiction the Association resides.

Article 22 - DISSOLUTION AND SETTLEMENT

1. Besides the cases stated in article 50, Book 2 of the Civil Law Code of the Netherlands the Association will be dissolved by a decision of the General Meeting to do so, in which at least two thirds of the members are present or represented and can only be decided by a two-third majority of validly cast votes.
2. If and when the quorum is not reached a decision to dissolve the Association can be made in a second meeting to be held at least eight days and at most thirty days after the first meeting regardless of the number of members present at the first meeting. At this second meeting a two-third majority of the number of validly cast votes is needed to decide to dissolve the Association.
3. The proposal to dissolve the Association must be announced in the convocation to the meetings as described in para 1 of this article. There must be at least two months between convocation and meeting.
4. If and when upon decision to dissolve the Association there are no persons appointed to do so the Executive Board will dissolve the Association.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A1 - The CONSTITUTION

Article 22 - DISSOLUTION AND SETTLEMENT (Continued)

5. Should a credit balance exist then this will be applied to a purpose similar to the Association's at the discretion of the General Meeting.
6. After dissolution the Association will continue to exist in so far as this is required to dispose of its funds. During this period bylaws and rules will be applicable as far as possible; in all correspondence and announcements by the Association the phrase "in dissolution" will be added to the Association's name.

Article 23 - RULES AND REGULATIONS

1. In its "Rules and Regulations" the General Meeting may set rules for membership, amount of membership dues and entrance contribution, the task of the Executive Board, the meetings, the manner of voting and all other subjects which it may deem necessary.
2. Change of rules and regulations may be made by a decision of the General Meeting, following a proposal by either the Executive Board or by a Full Member, supported by at least a third of the Full Members of the Association, submitted in writing.
3. The rules and regulations shall contain no articles deviating from law or bylaws, unless deviation from law or bylaws is expressly allowed.

Article 24 ; FINAL CLAUSE

Any case not decided upon by law and bylaws will be decided upon by the General Meeting.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A2 - The RULES and REGULATIONS

These Rules and Regulations agreed at an Annual Meeting under article 23 of the Constitution refine the Constitution in order to maintain its relevance to the current requirements of the Association.

In these Rules and Regulations the articles of the constitution are amended as shown, following the decisions taken at the Annual meeting in Galveston October 2006.

RR1 : MEMBERSHIP - Article 4

1. There shall be 5 Types of membership :

1.1 FULL

This type of Membership is open to :-

- (a) Diver Training Schools from :-
 - (i) Countries which **have** Formal Diver Training Programmes - see the Table of Equivalence, Appendix D to the Operational & Administrative Procedures.
 - (ii) Countries which **do not have** Formal Diver Training Programmes after they have successfully completed an IDSA Audit.
- (b) Specialist Schools teaching Standards approved by a National or Industrial Organisations which have been approved by the membership. A list of approved standards will be maintained by the IDSA Secretariat

1.2 ASSOCIATE

Schools who are either considering Full Membership or who wish to be associated with the work of the Association.

1.3 AFFILIATE

Government Departments, Diving Contractors and other Organisations concerned with or interested in the work of the Association.

1.4 INDUSTRIAL

Clients, Diving Contractors and other relevant organisations who wish to demonstrate their support for the work of the Association financially or otherwise.

1.5 RECIPROCAL

An exchange of Membership with Organisations whose aims are similar to those of IDSA, and from which both sides can benefit

RR2 : The EXECUTIVE BOARD - Article 10

1. The Chairman may only hold continuous office for 2 terms that is, 4 years



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX A2 - The RULES and REGULATIONS

RR3 : THE ADMINISTRATOR – Article 12

1. The Administrator's terms of reference are to :
 - (a) Implement the directives and policies agreed at Annual Meetings, and the Instructions of the Executive Board.
 - (b) Manage the IDSA Secretariat and Database
 - (c) Responsible for the running of the day to day finances.
 - (d) Implement the Certification Procedures in accordance with the Administrative Procedures ; keep the Database, records and files as appropriate.
 - (e) Keep the Executive Board informed of any matters of significance which may affect the affairs of the Association
 - (f) Promote the activities of the Association as widely as possible
 - (g) Liaise with government, industrial and other organisations as may be necessary
 - (h) Represent the Association at meetings etc as directed by the Executive Board
 - (i) Report to the Annual Meeting on the work of the past year and plans for the next
2. The expenses of the Administrator will be covered as shown in the accounts

RR4 : COMMITTEES - Article 14

In accordance with this article, an Election Committee is established with the following Terms of Reference :

- (a) A minimum of two full members General Meeting (GM) are either elected or freely designated to stand on that committee. (acclamation)
- (b) The task of the committee is to organise the annual or bi-annual election of the board members as set out in the Constitution of the Association.
- (c) The Committee collects the names of old or new candidates at least two months before the Annual meeting and ensures that the election is organised properly. Proxy's must be sent to the Administrator before the beginning of an Annual Meeting
- (d) The Election Committee may propose amendments subject to their acceptance by the Membership by a postal or E Mail vote

RR5 : The GENERAL MEETING - Article 15

The General Meeting will be held annually. In this meeting the Executive Board will present its yearly report and will render account of policy, providing all the necessary documents.

RR6 : ATTENDANCE AT A GENERAL MEETING - Article 17

A Quorum, that is the number of voting members who must vote (by mail or by acclamation) in order for a proposal to be carried, is defined as 50% of the voting members. If the votes for and against a motion are equal the Chairman will have the casting vote.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

NAME of SCHOOL :

CONTACT :

ADDRESS:

Telephone Number:

Fax Number:

E-Mail :

Web :

Other

NOTES - **IMPORTANT : PLEASE READ BEFORE STARTING TO COMPLETE THIS APPLICATION**

1. When completed this form will be treated as confidential by the Advisory Board , Administration, Auditors and any other authorised person(s).
2. It **MUST** be read in conjunction with the Guidance Notes in Appendix B2
3. It is designed to be completed on computer (Not by hand) by extending the sections and subsections, or attaching the necessary information and referencing it to them. Where there are tables they should be extended as necessary in the same format.

The form may be downloaded from the Association's Website www.idsaworldwide.org and is also available on CD from the Administrator at info@idsaworldwide.org

4. It is strongly recommended that the school creates its own Company Training Manual containing Programmes, all procedures and other relevant material.

The Training Manual and all accompanying documentation to this form **must** be written or translated into English. Relevant parts of Brochures or other similar material should also be translated if necessary. If this application form with its accompanying documentation is not suitable for transmission by E Mail, it should be forwarded by secure post, Courier or other suitable means.

5. If this is the first application which has been made, the form need only be completed for the modules it is proposed to teach. If a School is already accepted to teach, for example Modules A & B, and wishes to teach module C, only the sections which are concerned with Module C need be completed
6. Wherever possible and especially when a description of equipment or facilities is required, digital photographs should be used.
7. If clarification or further information is required, contact the Administrator by E Mail at info@idsaworldwide.org.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

Contents

1. GENERAL

- 1.1 Administrative Details
- 1.2 Mission Statement
- 1.3 Modules Requested
- 1.4 Annual Programme
- 1.5 Other Approvals
- 1.6 Insurance
- 1.7 Students : Domestic Arrangements
- 1.8 Supporting staff

2. DIVER TRAINING FACILITIES

- 2.1 Site Description
- 2.2 Diving Platforms
- 2.3 Training Programmes
- 2.4 Instructors
- 2.5 Instructional Staff Training
- 2.6 Classrooms
- 2.7 Training Aids

3. PROCEDURES

- 3.1 Administrative
 - 3.1.1 Student Records
 - 3.1.2 Student Assessments
 - 3.1.3 Complaints
- 3.2 Operational
- 3.3 Safety & Emergency

4. PLANT & EQUIPMENT

- 4.1 Maintenance Staff
- 4.2 Diving & Safety Equipment
- 4.3 Plant
- 4.4 Maintenance

5 ADDITIONAL COMMENT



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

1. GENERAL

1.1 ADMINISTRATIVE DETAILS

1.1.2. Name of Owners

1.1.3 Type of Funding

For example Private, Non Profit, Military or other.

1.1.4 Name of the Person Directly Responsible for the Management of the School.

1.2 MISSION STATEMENT

1.3 IDSA MODULES REQUESTED (Tick as necessary)

A	Preparatory		D	Offshore Surface Supply	
B	Commercial SCUBA		E	Closed Bell/Mixed Gas	
C	Inshore Surface Supply				

1.4 ANNUAL PROGRAMME

Assuming that your audit is satisfactory, attach details of your proposed training schedule for a year from the date of this application.

1.5. OTHER APPROVALS

If you are already approved to teach Commercial/Industrial Diving Standards by a Formal Government or Industrial Organisation, please enclose a complete set of the documentation which gives this approval, including the Conditions of Acceptance.

1.6 INSURANCE

Give details of the Insurance Policies held, and confirm that they meet the requirements of National Legislation.

1.7 DOMESTIC ARRANGEMENTS

Give details of the arrangements made for feeding and accommodating your students.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

1.8 SUPPORTING STAFF

A list of all supporting staff Secretarial, Boatmen etc, other than Instructors (see Section 2.3) and maintainers (see Section 4.3.2)

Name	Role and any relevant Qualification(s)

2 DIVER TRAINING FACILITIES

2.1 SITE DESCRIPTION -

Including Diving Areas and Shore Diving Stations. Attach sketch maps, plans etc to the end of this application as Appendices

2.2 DIVING PLATFORMS : Boats, Small Craft, Barges and pontoons

They may be either owned or hired.

NAME	Dimensions (In meters)	Radio Communications equipment fitted	Number of Lifejackets Carrying capacity of Liferrafts	Oxygen Administration Equipment/ First Aid Boxes
	Overall Length: Beam and draft			
Description				
Use				
Diving Equipment fitted				

Do they conform to the relevant Local and/or National Regulations : **YES/NO**

If NO explain what steps have been taken to ensure that the vessel(s) safe and seaworthy.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

2.3. TRAINING PROGRAMMES

2.3.1 Outline Details of all Courses Taught

Course Name and Number where relevant	IDSA Modules Covered	Planned Duration (in weeks)	Maximum Number of Students per class	Minimum Number of Students per class
Proposed Courses leading to an IDSA qualification				
OTHER COURSES				

2.3.2 Modules

Will the IDSA modules selected be taught :

a)	As separate IDSA modules	
b)	As combined IDSA modules e.g. a course where module A & B are integrated, and taught as one.	
c)	By the integration of IDSA modules into an existing non IDSA course	

2.3.3 Detailed Programmes

Attached detailed training programmes.

2.4. INSTRUCTORS

Please list the names of your Instructors and their qualifications in this table, and attach their CV's at the end of this document as Appendices. All Instructors, Full or Part Time should be listed.

NAME	QUALIFICATIONS & SPECIALIST SUBJECTS
SENIOR - Those who may act as Supervisors	
ASSISTANT	
SPECIALIST	



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

2.5 INSTRUCTIONAL STAFF TRAINING

Give details of the instructional staff training carried out in the year before the date of this application, and any planned for the year after.

2.6 CLASSROOMS

Give details of the classrooms, i.e. the number they will seat and the standard and/or specialist training aids they contain.

2.7 TRAINING AIDS

Give details of :

- The Manual and/or Handouts plus any other materials which will be issued to students
- Training Aids available other than those fitted in the Classroom(s) - for example Resuscitation Manikins/Dummies.

3. PROCEDURES

3.1 ADMINISTRATIVE

Describe the Procedures used for :

- 3.1.1 Student Records**
- 3.1.2 Students Assessment**
- 3.1.3 Dealing with complaints**

3.2 OPERATIONAL

Attach copies of the Procedures which provide guidance to Instructors and other relevant members of staff for routine diver training operations

3.3 SAFETY & EMERGENCY

Attach copies of the Procedures which provide guidance to Instructors and other relevant members of staff for the action to be taken in case of an emergency.

4 PLANT and EQUIPMENT

4.1 MAINTENANCE STAFF

Name	Role and any relevant Qualification



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2 DIVING AND SAFETY EQUIPMENT

The equipment listed is the minimum considered necessary for each module.

4.2.1 General

Type of Equipment	Description	Number Held
First Aid Sets : There should be a minimum of one per diving station.		
Oxygen Administration Sets : There should be a minimum of one per diving station.		
Air Purity Testing system - A minimum of 1		

4.2.2 Module B

Indicate the number you hold and where appropriate a brief description of the following:

Type of Equipment	Description	Number Held
Diving Suits : One for each student up to the maximum number for the course	Dry	
	Wet	
Suit Inflation System : One for each student up to the maximum number for the course		
Complete Sets of SCUBA : One for each student up to the maximum number for the course	Regulator & contents gauge	
	Back Pack & cylinder	
	Reserve System	
	Buoyancy Compensator	
	Lightweight harness	
	Weightbelt & weights	
	Diving Knife	
	Half Mask	
	Hood	
Fins		
Full Face Masks - If it is planned to dive 2 students at a time, the minimum number should be 2 masks for the students, + 1 for the student Stand-By diver, a total of 3. The staff Stand-By diver may wear a Bandmask, and it is recommended that an additional one is held against breakdown or maintenance.		
Lifelines with Communications : 2 x the number of divers expected to be in the water at one time		



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2.2 Module B (Continued)

Communication Boxes : A minimum of 3		
Sets of Through Water Comms : A minimum of 1		
Hand Tools for example : Hacksaws, chisels, lump hammers, spanners etc		
Lifting Bags : between 100 & 140 Kgs lifting capacity		

4.2.3 Module C

Type of Equipment		Description	Number Held
Surface Supply Dive Stations. A Shed, Shack or Cabin suited to the environment and the location, containing :	Diving Panel(s) fitted to take 2 divers and a Stand-By		
	Comms for 2 divers and a Stand-By - may be built in to the Diving Panel		
	3 umbilicals 1½ x the maximum expected diving depth, consisting of : <ul style="list-style-type: none"> • Air Hose • Pneumo Hose • Lifeline (if necessary) • Comms Line 		
	Comms to the working deck		
	Comms with base, radio or otherwise.		
	Hanging fittings for umbilicals		
	Desk adjacent to Diving Panels with space for Panel Operator to keep dive records etc, without leaving the panel		
	Main air Supply to panel(s)- sited so that the noise does not affect diving operations		
	Reserve air supply to panel(s)- usually HP		
Band Masks : A minimum of 1 for each diver in the water, 1 for the Stand-by, and 1 spare/maintenance			



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2.3 Module C (Continued)

Type of Equipment		Description	Number Held
Helmets	Free Flow : Minimum 2		
	Demand : Minimum 2		
Harnesses + sufficient weights	Heavyweight : 3		
	Jacket : 3		
<p>Bail out Cylinders : A minimum of 1 for each diver in the water, 1 for the Stand-by, and 1 spare/maintenance</p> <p>Must have sufficient air capacity to reach the surface from the maximum expected diving depth in a controlled ascent, and then to remain on the surface long enough to be recovered in the conditions prevailing on the dive site.</p>			
<p>Chamber(s) must comply with the following Requirements :</p> <ul style="list-style-type: none"> • Have 2 compartments • Minimum internal diameter 1.37m • Medical lock with safety interlock • Have a working pressure of 4 bar • Have a back-up air supply sufficient capacity to pressurise the main chamber at least 3 times to the maximum working depth • Be fitted with BIBS which have an Oxygen clean supply • Oxygen analysing equipment for both compartments monitored externally • Contain a suitable fire extinguisher • Have 2 viewports for the main and 1 for the Entry compartments, or video equivalent. 			
Lifting Bags : Of between 1000 & 1400 Kgs capacity			
Power Tools	Air		
	Hydraulic		
Airlifts			
Low Pressure Water Jetting Equipment			
Bolt Gun			
Underwater Cutting Equipment			



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2.4 Module D

Type of Equipment	Description	Number Held
Hot Water Suits : A minimum of 1 for each diver in the water, 1 for the Stand-by, and 1 spare/maintenance		
Hot Water Undersuits : A minimum of 1 for each diver in the water, 1 for the Stand-by, and 1 spare/maintenance		
<p>Hot Water System which should be :</p> <ul style="list-style-type: none"> • Capable of supplying 2 divers and 1 Stand-By diver at a comfortable temperature • Capable of returning the divers to the surface in the event of failure of the power supply. <p>Fitted with a Hi-Lo temperature alarm and temperature display showing the temperature being supplied to the divers.</p>		
<p>Wet Bell should :</p> <ul style="list-style-type: none"> • be able to carry at least two divers in an uncramped position. • Carry emergency breathing gas cylinders of sufficient capacity to bring the divers to the surface in a controlled ascent and recover them. • be designed to prevent the diver(s) falling out and to prevent spinning and tipping. • Be fitted with a control panel and Communications • Have an emergency lifting system. • Be fitted with a dedicated umbilical connected to a manifold system and 2 separate diver umbilicals. 		
<p>A Diving Basket is not a mandatory requirement, but if used should conform to the requirements of a Wet Bell except that :</p> <ul style="list-style-type: none"> • It should be fitted with suitable overhead protection and handholds. • It need not be fitted with a control panel 		



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2.5 Module E

Type of Equipment	Description	Number Held
<p>The same personal diving equipment as Modules C& D rigged for mixed gas diving. Hot water suits must be worn during bell lockouts.</p> <ol style="list-style-type: none"> 1. A Saturation Diving System comprising: <ol style="list-style-type: none"> a. A twin lock chamber a minimum diameter of 2 metres fitted with medical lock and viewports in each lock. b. Bunk for each occupant. c. Transfer Chamber with toilet and washing facilities and equipment lock. Flush toilets to be fitted with interlocks to prevent it being flushed whilst toilet is occupied. d. BIBS for each occupant in each lock and transfer chamber e. Fire suppression or hyperbaric fire fighting equipment f. Internal Dive check lists g. Environmental control units h. All medical and equipment locks, and bell trunking clamps to be fitted with safety interlocks i. Primary and secondary communications between all locks and Dive control j. Internal depth gauges fitted in all locks k. Chamber Emergency medical kits l. Diving bell outfitted to provide Lockout Breathing apparatus for each bell occupant m. Saturation Dive Control n. Bulk gas storage o. Hot water machines 		



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2.5 Module E (Continued)

<p>2. Closed Diving Bell and Bell Handling System comprising:</p> <p>2.1 A Closed Bell fitted for a 3 man bell run complying with the following:</p> <ul style="list-style-type: none"> a. Divers should be able to enter and leave the bell without difficulty and b. Contain adequate first aid equipment and lifting device to enable the bellman to recover an injured or unconscious diver into the bell c. Divers should be able to transfer under pressure from the bell to a deck decompression chamber and vice versa. d. Doors that can be opened from either side and act as pressure seals. e. Valves, gauges and other fittings to indicate and control the pressure within the bell and the external depth and pressure f. Adequate equipment including reserve facilities to supply an appropriate breathing mix to divers in and working from the bell. g. Life support for the number of occupants h. Fitted with Gas Monitoring i. Survival Equipment. j. On Board Emergency Gas supplies k. Lockout Umbilicals l. The main umbilical should be fitted with suitable protective devices to prevent the uncontrolled loss of pressure inside the bell in the event that the umbilical or its components are severed or ruptured m. Saturation and closed bell operations using reclaimed gas should be fitted with a carbon dioxide analyser n. Be fitted with a Secondary Means of Bell recovery o. Emergency Recovery. There should be an alternative means of recovering the bell to the surface in the event it is accidentally detached from the main lifting wire and supply umbilical. p. The bell should be able to sustain the lives of trapped divers for at least 24 hours. <p>2.2 The Main bell winch which is able to:</p> <ul style="list-style-type: none"> a. lower the bell to depth, b. maintain it at that depth and c. recover to the surface without excessive lateral, vertical or rotational movement. 		
--	--	--



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B1 - FULL MEMBERSHIP APPLICATION FORM

4.2.6 Additional Equipment

Type of Equipment	Description	Number Held
Specialist Equipment not required by the IDSA Standards, such as ;		
<ul style="list-style-type: none"> • Underwater video and still Camera equipment • Underwater Welding Equipment 		

4.3 PLANT

List the HP Compressors, LP compressors, Generators, Tool compressors, Hydraulic power Packs etc **NOT** associated with specific Dive Stations.

4.4 MAINTENANCE

4.4.1 Does your maintenance schedule include a list of all the diving equipment which requires to be tested under your National Regulations **YES/NO**

4.4.2 Please give the reference numbers of the National Regulations (Diving or otherwise) which cover the maintenance and testing of your diving equipment

4.4.3 Attach examples of :

- A page from your Maintenance schedule - See example at Annexe D
- A defect or work sheet

4.4.4 What Air Purity Test Equipment is used ?

4.4.5 What Air Purity Standard is used ?

Note : If there is no National Air Purity Standard, British Standard EN12021 should be used, which is :

- | | |
|---------------------------|---------------------------------|
| • Oil 0.5 mg/m | • CO 15 ppm |
| • CO ₂ 500 ppm | • Water 25-50 mg/m ³ |

5. ADDITIONAL COMMENT

Describe any operation, facility or other detail not covered in the preceding sections

6. ACCEPTANCE

I confirm that it is the wish of my organisation to become a Full Member of IDSA.

Once accepted as a Full Member, I hereby agree on behalf of my organisation to abide by the Constitution of IDSA and to comply with the Conditions of Acceptance as set out in Section 2.2 of the IDSA Operational & Administrative Procedures.

Signature of the person named in Paragraph 1.1.4 on page 44 as being responsible for the management of the School

Signature

Date:

Name (Please Print)



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

INTRODUCTION

This document provides guidance on the completion of the Application Form (Appendix B1) for commercial diver training schools wishing to become Full Members of the International Diving Schools Association (IDSA). There are many ways of writing programmes and procedures, maintaining records etc they will vary depending upon the facilities, staff, equipment, diving sites, environmental conditions and many other factors particular to a school. The guidance in this document therefore, will need to be varied in order to allow for these many possible variations.

Contents

1. GENERAL

- 1.1 Administrative Details
- 1.2 Mission Statement
- 1.3 Modules Requested
- 1.4 Annual Programme
- 1.4 Other Approvals
- 1.6 Insurance
- 1.7 Students : Domestic Arrangements
- 1.8 Supporting staff

2. TRAINING

- 2.1 Site Description (including diving areas and stations)
- 2.2 Diving Platforms
- 2.3 Training Programmes
- 2.4 Instructors
- 2.5 Instructional Staff Training
- 2.6 Classrooms
- 2.7 Training Aids

3. PROCEDURES

- 3.1 Administrative
 - 3.1.1 Records
 - 3.1.2 Methods of Assessment
 - 3.1.3 Complaints
- 3.2 Operational
- 3.3 Safety & Emergency

4. PLANT & EQUIPMENT

- 4.1 Maintenance Staff
- 4.2 Diving & Safety Equipment
- 4.3 Plant
- 4.4 Maintenance

5. ADDITIONAL COMMENT



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

1. **GENERAL**

1.1 **ADMINISTRATIVE DETAILS**

Self Explanatory

1.2 **MISSION STATEMENT**

Here are some basic guidelines in writing a mission statement:

- A mission statement should say who your company is, what you do, what you stand for and why you do it.
- An effective mission statement is best developed with input by all the members of an organization.
- The best mission statements tend to be 3-4 sentences long.
- Avoid saying how great you are, what great quality and what great service you provide.
- Examine other company's mission statements, but make certain your statement is you and not some other company. That is why you should not copy a statement.
- Make sure you actually believe in your mission statement, if you don't your customers will soon realize it.

1.3 **MODULES REQUESTED**

Self Explanatory

1.4 **ANNUAL PROGRAMME**

Assuming that your audit is satisfactory, attach details of your proposed training schedule for a year from the date of this application.

1.4 **OTHER APPROVALS**

This Section is particularly important as if the Country in which the School is situated has a formal Diver Training Programme which meets the criteria in Section 3.2.1, it may not need an on-site audit before being accepted as a Full Member.

1.6 **INSURANCE**

The School should hold insurance policies which comply with National Regulations, and at a minimum ensure that they will pay for any successful claim against the School for accident, negligence or whatever to :-

- A member of staff (Often known as 'Employers Liability')
- A member of the public or a student (Third Party Public Liability)

It is also recommended that the School has all it's equipment and facilities insured against damage, theft, fire, etc, and be able to pay compensation to the students, if necessary, should a course be delayed or cancelled for one of these reasons.

1.7 **DOMESTIC ARRANGEMENTS**

If provided in-house, the accommodation should be clean and comfortable, and the food should be hygienically prepared and adequate for men/women carrying out heavy physical work.

1.8 **SUPPORTING STAFF**

Self Explanatory



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

2. DIVER TRAINING FACILITIES

The school may possess, or have formal hire/lease arrangements for the dive sites, premises, equipment, and training facilities described in this section. They must meet all National, State and Local rules and Regulations. Adequate space and equipment should be supplied, and the procedures necessary to ensure safe and competent training in place.

2.1 SITE DESCRIPTION

Attach a map, plan or sketch - preferably to scale - of the geographical location of the school, showing diving areas including training tanks or pools which are used, the depths available, and the number of permanent diving stations available at each. Distant areas should also be described, and their position illustrated.

The location of Administration Office(s), Maintenance areas, Medical and First Aid Posts and any other relevant facilities should also be shown.

2.2 DIVING PLATFORMS

2.2.1 Vessels owned by the School

If there are no National or Local Regulations, full details are required of the steps which have been taken to ensure that the various platforms are seaworthy, for example and as applicable :

- a. What is the date of the last bottom inspection and what was the method used ?
- b. What date was the bottom last antifouled ?
- c. Confirmation that the additional diving personnel and equipment do not adversely effect stability
- d. What fire fighting equipment is carried and/or what system is fitted ?
- e. Is there adequate provision for the safe stowage of fuel ?
- f. If students and instructional staff are accommodated overnight, what are the arrangements for sleeping, eating and hygiene ?
- g. Who is authorised and qualified to act as the Skipper or Coxswain ?
- h. Who is authorised to act as crew ?
- i. What are the limiting environmental factors ?

2.2.2 Hired Vessels

For hired vessels the documentation which confirms they conform to National Safety and any other relevant regulations. They should include the number of students, staff and crew the vessel is licenced to carry. This documentation must be available to the Auditors when on-site.

A sketch supported by photographs, showing the layout of the diving equipment in the vessel whether it is from your school or supplied with the vessel. The sketch should also show which equipment is hired, and which owned.

2.3 TRAINING PROGRAMMES

2.3.1 Outline details of all courses taught

Self Explanatory

2.3.2 Modules

Self Explanatory



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

2.3 TRAINING PROGRAMMES Continued

2.3.3 Detailed Training Programmes

Attach a detailed programme for each IDSA course showing how each sub-section of the relevant IDSA training module is covered. The programme must show how it is planned to achieve the bottom times required by the relevant IDSA module(s).

The notes which follow are provided as Guidance only, there are many other ways of writing and laying out programmes which should be tailored to the staff, facilities and equipment of the school. However all the points mentioned in these notes should be covered in some way.

2.3.3.1

The minimum number of contact hours for modules and courses are :

When modules are taught independently :

Module A	80 hours
Module B	120 hours
Module C	200 hours
Module D	48 hours

When Modules are taught as a continuous course

Level 1	Modules A & B	200 hours
Level 2	Modules A, B & C	400 hours
Level 3	Modules A, B, C & D	448 hours

2.3.3.2

The references in column 2 of the specimen programme which follows, should be taken from the left hand column of the relevant Module in the Diver Training Standards.

2.3.3.3

Column 3 shows the Level of Knowledge (LOK) taken from the Diver training Standards Section 3

2.3.3.4

Column 4 is used to show either the Activity or Method of Assessment (MOA) which is planned

The activity might be shown using abbreviation as follows :

CL	Classroom Theory
PR	Practical Session
TE	Training Exercise

Assessments might be shown as :

CA	Continuous Assessment throughout the course	PT	Practical 'dry' assessment
IO	Instructor Observation from the surface	PW	Practical in-water assessment
IW	Instructor Observation in-water	VO	Video Observation
OP	Oral/Practical session	WE	Written exam

2.3.3.5

A simple code can be used to give the detail of the planned dive, for example :

A)	Activity	Exercise or assessment
B)	Dive Location	Deep River
C)	Equipment	Bandmasks
D)	Air source	LP Compressor
E)	Diving Platform	Workboat.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

2.3.3 Detailed Training Programmes (Continued)

2.3.3.6

The beginning and end times of each day should be shown.

2.3.3.7

The order of the subjects in the Standards can be changed to suit the facilities, equipment, staff of the school, but all the sections of the relevant modules must all be covered by all students within the length of the course.

2.3.3.8

The standards contain requirements for the depth and duration of in-water experience, which could be planned as shown in the specimen programme which follows.

2.3.3.9

Breaks for refreshment (Coffee etc) and lunch on diving days can be taken at the Instructors discretion if not shown on the programme.

2.3.3.10

Examples from a specimen programme follow, they are simply for illustration, and should not be used, as they do not relate specifically to any modules. The length of a course may also vary depending on facilities, equipment, number of students etc

The time shown for theory lessons is shown specifically in the specimen programme in order to enable Instructors to prepare their lesson Plans accordingly. The times for each theory lesson should relate to the level of knowledge required by the Standard.

If the theory lesson times are not shown in the programme it is essential that Instructors are aware of the time allocated to each subject.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

EXTRACTS FROM A SPECIMEN PROGRAMME

**Course Programme : IDSA Level 2 : Surface Supplied Inshore Air Diver
(Modules A, B and C Combined)**

Course Reference No :

Duration : weeks

WEEK 1 of 11					
DAY 1 - 0900 to 1730					
Time	IDSA Reference	Subject	L of K	Activity/ MOA	
0900		Admission & Administration : Documentation and Medical checks			
1000		BREAK			
1015	A1	The History of Diving	C-	CL	
1100	A2 (d)	The principles of Buoyancy : Archimedes' Principle : Types of Diving suits and their different buoyancy's.	C+	CL	
	A2 (f)	The Imperial and Metric Systems of Measurement	C+	CI	
1230		LUNCH			
1330	B7.1 (a)	Choice and use of basic diving equipment	C	CL	
1400	A9.1 (a)	Elementary knots	A	CL	
1430		BREAK			
1445	A6 (a)	Hand & rope signals	C+	CL/PT	
1415	B7.1 (a)	The Use of Dry suits	C	CL/PT	
1445		Brief & prepare for Dive			
1615	B1 (d)	DIVE : A) The use of Basic Equipment B) Shallow Lake C) Dry suit, Mask, Fins, Weight Belt etc	A	TE	
1730	Homework	Hand & rope signals			

PLANNED MINIMUM DIVING TIMES FOR EACH DIVER :-

	SCUBA				SSDE		
Depth	0 to 9m	10 to 19m	20m+		0 to 9m	10 to 19m	20m+
Today	NIL				NIL		
Cumulative							



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

WEEK 3 of 11							
DAY 2 - 0830 to 1730							
Time	IDSA Reference	Subject	L of K	Activity/ MOA			
0830		Quiz on previous days theory lessons					
0900	A9 (b)	<ul style="list-style-type: none"> The principles for the safe handling and operational use of cordage, wire, ropes, slings, blocks and chain hoists winches and working stages on the surface and underwater, The need for maintenance 	C	CL			
0944	A9 (c)	<ul style="list-style-type: none"> Mechanical advantage' The rigging and safety precautions necessary when diving from stages working platforms 	C-	CL			
1014	C7.4 (a)	The operational and safety procedures for Lifting Bags of up to 2000Kgs in water	C	CL			
1014		Brief & prepare for Dive					
1044	C1 (e) C7.4 (b)	DIVE : (a) Assessment in the use of a Free flow Helmet and transfer to Bail-out. (b) Exercises in the use of lifting Bags (c) Deep Lake (d) Free Flow Helmets (e) Onboard Compressor (f) E) Diving Workboat	A A	IO TE			
1730	Homework	The use of Lifting Bags					
PLANNED MINIMUM DIVING TIMES FOR EACH DIVER :-							
	SCUBA				SSDE		
Depth	0 to 9m	10 to 19m	20m+		0 to 9m	10 to 19m	20m+
Today					40		
Cumulative	270		30		400	60	60
DAY 3 - 0830 to 1730							
0830		Quiz on previous days theory lessons					
0900	A4 (b & c)	<u>Decompression</u> <ul style="list-style-type: none"> Allowances for environmental conditions and stress, and the corrective action which is applied for deviation from a decompression schedule Is familiar with the reasons for and procedures associated with therapeutic treatments 	C+	CL			
1014		Brief & prepare for Dive					
1044	C7.6 (b)	DIVE : (a) Use Hydraulic Drill (b) Deep Lake (c) Bandmasks (d) Onboard Compressor (e) E) Diving Workboat	A	TE			
1730	Homework	Decompression Table exercises					
PLANNED MINIMUM DIVING TIMES FOR EACH DIVER :-							
	SCUBA				SSDE		
Depth	0 to 9m	10 to 19m	20m+		0 to 9m	10 to 19m	20m+
Today					30		
Cumulative	270		30		440	90	60



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

2.4 INSTRUCTIONAL STAFF

The Instructional Staff should hold the following qualifications and/or experience						
Grade	Diving Qualification	Minimum Diving Experience after qualification	Teaching Qualification	Supervisor Qualification	Diver Medic See note (iii)	
Senior Instructor	Level being Taught	300 hours bottom time and 3 years experience at the level being taught	YES See Note (i)	YES See Note (ii)	Between them the Senior and the Assistant Instructor should hold these qualifications	
Assistant Instructor	Level being Taught	200 hours bottom time and 2 years experience at the level being taught	PREFERABLE			
Staff Stand By Diver	Level being Taught	None				
Specialist Instructor (Non-diving)			YES – as required for the Specialisation			

Notes :

If no suitable National Qualification exists :

- (i) A Recreational Instructor qualification (CMAS 3* or equivalent), or similar military or civil non diving Instructor Qualification is acceptable.
- (ii) Evidence of 2 years experience, before the date of this application, as a Commercial Diving supervisor is acceptable, as long as there is written confirmation by the Contractors concerned in that time.
- (iii) A similar non-diving medical assistant's qualification may be held.

.5 INSTRUCTIONAL STAFF TRAINING

At a minimum there should be a programme which ensures that Instructors maintain their present qualifications.

2.6 CLASSROOMS

Classrooms should be clean and tidy. As a minimum they should be equipped with a seat and desk or equivalent for the maximum number of students expected in any one course, blackboards/whiteboards, audio-visual equipment and adequate lighting, so as to provide a satisfactory student learning environment.

2.7 TRAINING AIDS

Self Explanatory



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

3. PROCEDURES

It is strongly recommended that these procedures, training programmes and other relevant material are put together into one document to be known as the Company Training Manual or similar suitable title. It should then be issued to all relevant staff and kept up to date.

This section provides Guidance on the contents of a Training Manual :

3.1 ADMINISTRATIVE

There will be other aspects of administration which are necessary for the efficient and safe running of the school which will vary depending on the staff, facilities etc available, but which should be included in these procedures.

3.1.1 STUDENT RECORDS

The minimum records required are :

3.1.1.1 A RECORD OF EACH DIVE

A record of each dive might be kept on a 'Dive Record Sheet' as illustrated at the end of this sub-section. At the end of each day the data from the sheet (s) can then be entered into both the Student's record and the Course Record as described in the remainder of this sub-section.

Accurate Dive Record Sheets are vital as they provide the basic evidence of the dives, tasks and assessments carried out.. They should be retained securely in the Administrative Secretariat.

Annexe B provides a space for a 'Performance Assessment Mark' (PAM) which could be a mark out of 10 based on his overall performance for the day : diving, team attitude, linesman, deckhand, Panel Operator etc. It is a useful way of quantifying a student's performance & when viewed as a graph, his progress.

It might also be useful to allocate a separate 'Task' mark for specialist activities, for example - A willing student whose Performance Mark is good may be below average when handling power tools during his dive.

Performance & Task Marks are optional.

3.1.1.2 PERSONAL DIVING LOGBOOKS

Each student should be issued with, and maintain, a personal diving Logbook⁵. The Logbooks should be checked stamped and signed by a Senior Instructor at least once each week. Students should retain them after graduation and maintain them as an authentic record of their work experience

⁵ IDSA Logbooks are available for Inshore/Inland work, and there are a variety of others available. Further information may be obtained from the Administrator.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

3.1.1.3 AN INDIVIDUAL RECORD FOR EACH STUDENT

A file should be maintained for each student containing :-

- a A record of progress using one of the columns available in the Diver Training Standards
- b A written comment, on above or below average performance, and any disciplinary or other problems. - to be written up by the Senior Instructor as necessary.
- c His medical certificate and other relevant personal documentation
- d Original copies of his written exams, quizzes etc

In addition, all students must be given a personal Diving Logbook at the beginning of each course. The Logbooks must be maintained throughout the course and monitored by the Instructional Staff as often as appropriate.

3.1.1.4 THE COURSE RECORD

Should contain :

- a The Daily Dive records
- b A progressive table or 'tote' showing the cumulative bottom time (in minutes) achieved by each student. Such a table might be made up each day from the Dive Record Sheet(s). It is then possible to monitor each student's progress, and to advise the Instructors of students who fall behind the planned times in the course programme - see Annex A - for Medical or other reasons, and need to make up time lost .
- c A record of attendance if required.
- d A summary of the results of all written examinations, quizzes etc and the Performance Assessment Mark (PAM) if used
- e Details of any incidents, accidents, equipment malfunctions which affected the progress of the course.

This table might be linked with one showing the performance assessment mark - low in-water times sometimes relate to poor performance, which in turn may indicate questionable aptitude or attitude.

3.1.2 Students Assessment

The methods of assessment generally used are :

CA	Continuous Assessment throughout the course	PT	Practical 'dry' assessment
IO	Instructor Observation from the surface	PW	Practical in-water assessment
IW	Instructor Observation in-water	VO	Video Observation
OP	Oral/Practical session	WE	Written exam

The method to be used should be included in the course programme, plus any guidance necessary for the staff, for example :

- The way in which the assessments should be carried out.
- The way the results should be recorded

In order to assist the compilation of programmes the IDSA Standards provide a column in which the method to be used can be noted.

3.1.3 Dealing with Complaints

There should be a section setting out the procedure to be followed by any student having a complaint concerning the conduct of his course, the issue of a certificate, or any other matter. It should complement Section 1.4 of this document



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

3.2 OPERATIONAL

These procedures should contain the following information

- 3.2.1** A list of Instructors authorised to act as Supervisors.
- 3.2.2** Pre & Post dive Check lists
- 3.2.3** The occasions when the Diving Flag or lights shown should be shown.
- 3.2.4** The occasions when a fast safety boat is to be available at a dive site
- 3.2.5** The occasions when to carry out a Risk Assessment (often known as a Job Safety Analysis) should be carried out.
- 3.2.6** Standard or Generic Risk Assessments for frequently used sites or tasks.
- 3.2.7** An instruction that Instructors should not have conflicting outside interests during a course.
- 3.2.8** Instructions concerning smoking, and the use of mobile telephones on a diving site
- 3.2.9** The action to be taken by Instructors if they consider a student may be taking drugs.
- 3.2.10** The minimum number of staff and students who must be present for a dive to take place, if not defined in National Regulations.
- 3.2.11** Instructions that the Instructor/Student ratio for in-water SCUBA training and assessment sessions should not exceed 1:2
- 3.2.12** Authority for the Senior Instructor to terminate a dive if he considers that the weather may affect the safety of diving operations, he may terminate them either temporarily or for the day as he sees fit.
- 3.2.13** Authority for any member of staff or student to stop a dive in order to prevent an accident.
- 3.2.14** No diver is to enter the water unless his/her bail out cylinder contains sufficient air to reach the surface from the maximum expected diving depth in a controlled ascent, and then to remain on the surface long enough to be recovered in the conditions prevailing on the dive site.
- 3.2.15** Routines for the Stand-By diver, for example :
 - A qualified diver is to act as the Standby diver until the students are considered competent enough to take on this role. He/she should be exercised from time to time.
 - He/She should be dressed in the same equipment as the diver.
 - Instructions for his state of readiness in relation to the risk assessment, and for the provision of shelter as appropriate to the environmental conditions
- 3.2.16** The decompression table to be used.
- 3.2.17** The requirement for one member of staff at each diving site to hold a Diver Medical Technician (DMT) or Diver Medic qualification.

This list is not exhaustive and each school will have a number of different and additional requirements depending upon the facilities, staff, equipment etc available.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

3.3. SAFETY & EMERGENCY PROCEDURES

These suggestions are not exhaustive, and do not take into account the many differences in equipment, facilities and dive sites which exist between schools.

3.3.1. Action in the Event of an Equipment Failure

In the event of equipment or machinery failure, action should immediately be taken in consultation with base to rectify the fault and the following routines followed :

3.3.1.1 RADIO COMMUNICATIONS

If communications fail between the Diving Platform or Boat and base, diving may continue provided the safety boat is operational and the sea state is suitable for a rapid transit of a casualty to base.

3.3.1.2 DIVER WIRE COMMUNICATION

If a diver communications are lost, terminate dive, and recover all divers, no further dive is to take place until satisfactory communications have been re-established.

3.3.1.3 LP COMPRESSOR

Whether the breakdown is caused by failure of the electrical supply or a malfunction of the compressor itself, if the primary air supply fails, terminate the dive and recover all divers. Diving can be established only when the primary air supply is back on line.

3.3.1.4 ELECTRICAL SUPPLY

If the compressor and other important equipment is electrically powered and the supply fails, the dive must be terminated and all divers brought inboard until supply is re-established.

3.3.1.5 HOT WATER SUPPLY

If the Hot-Water supply fails, the dive must be terminated and all divers brought inboard until supply is re-established.

3.3.2. Action in the Event of an Emergency

3.3.2.1 DIVING RELATED INCIDENT

The Diving Supervisor is to take the following action:

- a. Whatever appropriate immediate action is necessary to save life or stabilise the situation.
- b. Inform the base by whatever communication system is appropriate the nature of the accident and symptoms exhibited.
- c. Base will then prepare to receive the casualty and alert the designated re-compression chamber.
- d. Transport the patient to Base as soon as possible, informing the Base of departure so that the appropriate reception arrangements can be made.
- e. A suitable stretcher/means of recovery to be kept on station.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

3.3. **SAFETY & EMERGENCY PROCEDURES** (Continued)

3.3.2.2 **NON-DIVING ACCIDENT**

The Diving Supervisor is to take the following action:

- a. Appropriate first aid action.
- b. Inform the Base of the situation by whatever communication system is appropriate.
- c. Base will make appropriate arrangements for the provision of an ambulance or other need.
- d. If the patient can be moved, transport him/her to the Base as soon as possible.
- e. If the patient cannot be moved, make him as comfortable as possible. A responsible person at the Base will make arrangements for immediate medical consultation by radio and then to transport medical personnel and supplies as soon as possible.

3.3.3. **Action in the Event of Fire**

- a. The Supervisor must terminate all dives as soon as possible, and recover the divers.
- b. The person discovering the fire should make every effort to put it out.
- c. The Diving Supervisor should if necessary, and in the priority he considers the situation justifies, consider the following actions:
 - Obtaining assistance by radio either from the Base or from the Port Authorities.
 - The evacuation of personnel.
 - Re-establishing the dives, once the fire is extinguished.

3.3.4 **Accident & Incident Reporting**

The procedure for reporting Accidents and Incidents should be included. When both National Regulations, and any impending legal action allow, there should be a means of informing the IDSA Secretariat, in order that any lessons learnt may be passed on to Association Members.

3.3.4 **Supervisor Illness**

The procedures should cover this eventuality.

4. **PLANT & EQUIPMENT**

The safety and efficiency of a diver depends to a large extent on his equipment and tools, it is essential therefore to have a system of maintenance which ensures that they are properly tested, repaired and are in first class condition.

When equipment is hired it is essential that it is supplied with the documentation which confirms that it has been tested and inspected in accordance with National Safety and any other relevant regulations. This documentation should be stored with the Maintenance Schedule.

4.1 **MAINTENANCE STAFF**

Self explanatory

4.2 **DIVING & SAFETY EQUIPMENT**

Self Explanatory

4.3 **PLANT**

Self Explanatory



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

4.4 MAINTENANCE

4.4.1 Regulations

The reference details of all relevant National Regulations should be quoted. In Countries where there is minimal or no appropriate legislation, guidance is available from the IDSA Secretariat.

4.4.2 Schedules

There are many ways of operating a maintenance system, on computer, using a card index system, using a 'kalamazoo', a register book, and others.

The core of most maintenance systems is a central Register, which is usually set on an annual basis. A simple system using a book, (often A3 in size) - see figure 14.1 would contain a list of all equipment and plant, which might be categorised as follows :

Category 1	Permanent items with serial numbers allocated by the manufacturer and which have legal test requirements
Category 2	Permanent items which may or may not have their own Serial Numbers, without legal test requirements, but which are attractive/valuable, and can be re-paired.
Category 3	Consumables - issued and not expected back

Categories 1 and 2 are included in the register sub divided as convenient to the Contractor depending on the amount of equipment held and many other factors. Category 1 items are often listed separately as government inspectors and insurance engineers, are mainly concerned with them.

Serial numbers are often small, and sometimes in inaccessible places which makes them very difficult to read. It has been found helpful to allocate a Company number to all items, and marking them in a place which is clearly visible, and where it will not wear off after a few weeks.

The Register lists all the items mentioned giving their serial numbers, company numbers, and other useful information, and provides a method of recording tests, repairs and services carried out, and the dates tests and services are due.

A simple method of providing this record is to ensure that a work or job sheet is completed for all tests, servicing etc carried on any piece of equipment in the register.

Each work sheet can be given a unique 4 figure reference number, with a suffix indicating the work which has been carried out, for example :

F	Filter Change	R	In House Repair
G	Pressure Gauge Test	S	6 Monthly Service/Inspection.
H	Hydraulic Test	T	Air Test (Pneumatic)
O	External Repair	V	Visual Examination
P	Air Purity Test		

For example 4126H shows that worksheet 4124 contains details of an Hydraulic test of the particular piece of equipment. A central register of worksheets should be kept so that numbers can be allocated readily and not duplicated, it also provides the date of the work. The worksheets themselves can either be filed separately for each piece of equipment, numerically, or in some other convenient way.

To enter the date of future tests or services due, it is simply necessary to use the appropriate suffix denoting the work required and following it with say 'D'. That is 'SD' in the register denotes that a six monthly service is required on a piece of equipment in a given month.

Using the register it is relatively easy to list the items which require test or servicing in the future, and ensure that they are called in and replaced.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B2 - FULL MEMBERSHIP : GUIDANCE

A SPECIMEN from a MAINTENANCE REGISTER

Type	Maker	Serial No	Working Pressure		Date Received	Company No	Jan	Feb	March	April	May	June	July	August
PERSONAL EQUIPMENT														
REGULATORS														
Single Hose	Scubapro	12344			22 Feb 2002	44		1237S	1367R				SD	
Octopus	Scubapro	24786			1 Nov 2001	67				1467R	SD			
DIVING CYLINDERS														
12 litre	Luxfer	H1160	200 bar		29 May 1999	146						TD		
Demand	Kirby Morgan	97810			21 Jan 2002	97	1297 S						SD	
PLANT														
Type	Maker	Serial No	Working Pressure	Output	Date Received	Company No	Jan	Feb	March	April	May	June	July	August
LP COMPRESSOR Set (RED)														
Compressor	Ingersoll-Rand	248960	14 bar	70 cfm	3 Sep 1998	74				SD				
Receiver	Unknown	GB 178369	14 bar		21 Aug 1998	74			SD					
Electric Prime Mover	Western	2/2910 44			3 Sep 1998	76				SD				
HP COMPRESSOR SET (WHITE)														
Compressor	W & J Trident	48079 (166)	232 bar	10cfm	2 Nov 2000	81					SD			
Electric Prime Mover	Eastern Motors	42971/ 2			2 Nov 2000	81A					SD			



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX B3 : FULL MEMBERSHIP APPLICATION FORM
SPECIALIST TRAINING

NAME of SCHOOL :

CONTACT :

ADDRESS:

Telephone Number :

E-Mail :

Web :

NOTES - IMPORTANT : PLEASE READ BEFORE STARTING TO COMPLETE THIS APPLICATION

1. When completed this form will be treated as confidential by the Executive Board , Administration, Auditors and any other authorised person(s).
2. It is designed to be completed on computer (Not by hand) by extending the sections and subsections, or attaching the necessary information and referencing it to them. Where there are tables they should be extended as necessary in the same format.
The form may be downloaded from the Association's Website www.idsaworldwide.org and is also available on CD from the Administrator at info@idsaworldwide.org
3. It is strongly recommended that the school creates its own Company Training Manual containing Programmes, all procedures, and other relevant material.
4. Wherever possible and especially when a description of equipment or facilities is required, digital photographs should be used.
5. If clarification or further information is required, contact the Administrator by E Mail at info@idsaworldwide.org.

Contents

<p>1. <u>GENERAL</u></p> <p>1.1 Administrative Details 1.2 Mission Statement 1.3 Specialist Courses 1.4 Other Courses 1.5 Annual Programme 1.6 Insurance 1.7 Students : Domestic Arrangements 1.8 Supporting staff</p> <p>2. <u>TRAINING FACILITIES</u></p> <p>2.1 Site Description 2.2 Instructors 2.3 Instructional Staff Training 2.4 Classrooms 2.5 Training Aids</p>	<p>3. <u>PROCEDURES</u></p> <p>3.1 Administrative 3.1.1 Student Records 3.1.2 Student Assessments 3.1.3 Complaints</p> <p>3.2 Operational 3.3 Safety & Emergency</p> <p>4. <u>EQUIPMENT</u></p> <p>4.1 Specialist Training Equipment 4.2 Safety Equipment</p> <p>5 <u>ADDITIONAL COMMENT</u></p>
---	---



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX B3 : FULL MEMBERSHIP APPLICATION FORM
SPECIALIST TRAINING

--	--

1. GENERAL

1.1 ADMINISTRATIVE DETAILS

1.1.2. Name of Owners

1.1.3 Type of Funding

For example Private, Non Profit, Military or whatever.

1.1.4 Name of the Person Directly Responsible for the Management of the School.

1.2 MISSION STATEMENT

1.3 SPECIALIST COURSES

List the Specialist Courses currently taught under the following headings :

Name of Course	Certification	Duration	Authority giving Approval (See Note)	Comment

Notes ;

1. In order to become a Full Member - Specialist Training, a School must teach one of the courses which has been accepted by the membership. They are listed on the Association's Website, and are available from the Administrator.
2. A complete set of the documentation from the authority approving the courses taught by the School, must be enclosed with this application.

1.4 OTHER COURSES

List any other courses run at the School not listed in Section 1.3 above.

1.5. ANNUAL PROGRAMME

Give details of the courses you plan to run for the 12 months after the date of this Application.

1.6 INSURANCE

Give details of the Insurance Policies held, and confirm that they meet the requirements of National Legislation.



**IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX B3 : FULL MEMBERSHIP APPLICATION FORM
SPECIALIST TRAINING**

1.7 DOMESTIC ARRANGEMENTS

Give details of the arrangements made for feeding and accommodating your students.

1.8 SUPPORTING STAFF

A list of all supporting staff Administrative, Maintenance etc, other than Instructors (see Section 2.2)

Name	Role and any relevant Qualification(s)

2 TRAINING FACILITIES

2.1 SITE PLAN

Attach a plan showing the layout of the Training Facilities used.

2.2. INSTRUCTORS

Please list the names of your Instructors here and attach a brief C.V for each one. They may be Full or Part Time as may be required

NAME	QUALIFICATIONS & SPECIALIST SUBJECTS

2.3 INSTRUCTIONAL STAFF TRAINING

Give details of Instructional staff training carried out in the year before the date of this application, and any planned for the year after.

2.4 CLASSROOMS

Give details of the classrooms, i.e. the number they will seat and the standard and/or specialist training aids they contain.

2.5 TRAINING AIDS

Give details of :

2.5.1 The Manual and/or Handouts plus any other materials which will be issued to students



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX B3 : FULL MEMBERSHIP APPLICATION FORM

SPECIALIST TRAINING

2.5.2 Training Aids available other than those listed in Section 2.4 above.

3. PROCEDURES

3.1 ADMINISTRATIVE

Describe the Procedures used for :

- 3.1.1 **Student Records**
- 3.1.2 **Students Assessment**
- 3.1.3 **Dealing with complaints**

3.2 OPERATIONAL

Attach copies of the Procedures which provide guidance to Instructors and other relevant members of staff for the training operations

3.3 SAFETY & EMERGENCY

3.3.1 **Procedures**

Attach copies of the Procedures which provide guidance to Instructors and other relevant members of staff for the action to be taken in case of an emergency.

3.3.2 **Regulations**

Confirm that the First Aid, Fire Prevention and other similar equipment held conforms to the requirements of National Legislation.

4. MAINTENANCE

Give outline details of the maintenance schedule(s) used for the specialist training equipment listed in Sections 2.3 and 2.4 above.

5. ADDITIONAL COMMENT

Describe any operation, facility or other detail not covered in the preceding sections.

6. ACCEPTANCE

I confirm that it is the wish of my organisation to become a Full Member of IDSA.

Once accepted as a Full Member, I hereby agree on behalf of my organisation to abide by the Constitution of IDSA and to comply with the Conditions of Acceptance as set out in Section 2 of the IDSA Operational & Administrative Procedures.

Signature of the person named in Section 1.1.4 as being responsible for the management of the School

Name (Please Print)

Date



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX C1 : ASSOCIATE MEMBERSHIP APPLICATION FORM

1. NAME OF SCHOOL:

ADDRESS:

TELEPHONE Number:

FAX Number:

E-Mail :

Web Site :

2. NAME OF OWNER(S):

3. NAME of the person directly responsible for the Management of the Centre

4. WHAT TRAINING PROGRAMMES ARE TAUGHT NOW ?

(Attach extra sheets, or a copy of your brochure as necessary)

5. MARKETING

I agree to ensure that :

- When I use the IDSA Logo, it is always accompanied by the words 'Associate Member', together with the reference number of the School.
- Nothing in any advertisement, publication, certificate or any other of my literature states or implies that any of my courses are either approved by IDSA or equivalent to an IDSA Qualification.

Signed:

Date:

Name (Please Print)



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX C2 - AFFILIATE MEMBERSHIP APPLICATION FORM

1. NAME OF INSTITUTION/ORGANISATION

ADDRESS:

TELEPHONE Number:

FAX Number:

E-Mail:

Web Site :

2. NAME OF OWNER(S):

3. NAME OF CONTACT

4. A BRIEF DESCRIPTION of the WORK of the INSTITUTION/ORGANISATION

5. MARKETING

I agree to ensure that :

- When I use the IDSA Logo, it is always accompanied by the words 'Affiliate Member', together with the reference number of the School.
- Nothing in any advertisement, publication, certificate or any other of my literature states or implies that any of my courses are either approved by IDSA or equivalent to an IDSA Qualification.

Signed:

Date:

Name (Please Print)



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX C3 - INDUSTRIAL MEMBERSHIP APPLICATION FORM

1. NAME OF INSTITUTION/ORGANISATION

ADDRESS:

TELEPHONE Number:

FAX Number:

E-Mail:

Web Site :

2. NAME OF OWNER(S):

3. NAME OF CONTACT

4. A BRIEF DESCRIPTION of the WORK of the INSTITUTION/ORGANISATION

Signed:

Date:

Name (Please Print)

IDSA OAP'S : APPENDIX D - TABLE OF EQUIVALENT DIVER TRAINING STANDARDS

- References :
1. ADCI Consensus Standards – 5th Edition
 2. IDSA Diver Training Standards - Revision 4 October 2009
 2. HSE List of approved qualifications - April 1999
 4. IMCA International Code of Practice for Offshore Diving - Rev 1 October 2007

	IDSA Level 1	IDSA Level 2	IDSA Level 3	IDSA Level 4
	COMMERCIALSCUBA	Surface Supplied Inshore Air Diver	Surface Supplied Offshore Air Diver	Closed Bell
Depth Competence During Training	30m	30m	50m	100m
Australia (Note 4)	Part 1		Part 3	Part 4
Canada	Unrestricted SCUBA	Unrestricted SCUBA Plus Restricted Surface Supplied Diver	<ul style="list-style-type: none"> • Surface Supplied Mixed Gas Diver to 70m • Unrestricted Surface Supplied Diver to 50m + Unrestricted SCUBA 	Bell Diver
Belgium		OOW - SYNTRA or OTS - CFPME		
Denmark	National SCUBA Diver		Surface Supplied Diver to 50m	
Finland	National SCUBA Diver	National Surface Supply Diver – 50m		
France	Class 1 Mention A or B	Class 1 Mention A	Class 2 Mention A	Class 3 Mention A
Holland	Certificate A		Certificate B	
Italy	OSS		OTS.BF	OTS.AF
New Zealand (Note 4)			Part 1	Part 2
Norway			NPD Surface Diver	NPD Bell Diver
South Africa	Class 4	Class 3	Class 2	Class 1
Sweden	Diver Certificate A	Diver Certificate B	Diver Certificate C Wet Bell 60m	
UK – Pre April 1998	HSE Part 4	HSE Part 3 Plus Task Training module	HSE Part 1	HSE Part 2
UK – Post April 1998 (Note 3)	HSE SCUBA	HSE SCUBA Plus HSE Surface Supply Plus Tools Training module.	HSE SCUBA Plus HSE Surface Supply Plus Tools Training module Plus Surface Supplied Top Up	HSE Closed Bell
USA (Note 2)		American National Standard for Divers - ANSI/ACDE012009 (USA)		

Notes :

1. Generally the high standards cover all those below, i.e. the award of IDSA Level 3 is conditional upon the diver having qualified Levels 1 & 2 previously.
2. Currently the Training Programmes of the members of the Association of Commercial Diving Educators (ACDE) meet the ANSI Standards, and students are eligible for IDSA certification once they have achieved the necessary authenticated in-water experience.
3. The Task Training Module must cover the requirements for Task Training contained in the IDSA Level 2 Standard.
4. Subject to confirmation



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX E : STUDENT QUESTIONNAIRE

As a means of ensuring that the Standards of IDSA Member Schools meet those of the Association , you are asked to complete this form (or an equivalent used by the School) at the end of your course.

You are encouraged to write direct to the Chairman of the Association if you have a particular comment - good or bad by E mail to info@idsaworldwide.org, at the following address ;-

The Administrator
INTERNATIONAL DIVING SCHOOLS ASSOCIATION
47 Faubourg de la Madeleine
56140 Malestroit
France

-
1. Surname Forename(s)
 2. Reliable Address
 3. Reliable Telephone
 4. Name of School
 4. Name of Course Taken
 6. Start Date Finish date
Duration
 7. Name of the Instructor predominantly concerned with your Training.
 8. Did you Pass or Fail.
 9. Did you take a Theory Exam ? If so, what percentage did you achieve and what was your position in Class.
 10. Was the quality of Instruction Excellent/Good/Average/Poor
Was the quality of equipment Excellent/Good/Average/Poor
Were the classroom facilities Excellent/Good/Average/Poor
Was the condition of the boat Excellent/Good/Average/Poor
Were standards of Safety Excellent/Good/Average/Poor
 11. How many students were there in your Class ?
 12. Did you genuinely achieve and log the in-water times appropriate to the IDSA Standard you were trained for ?
 13. If the Centre was residential
Was the condition of your room Excellent/Good/Average/Poor
Was Service Excellent/Good/Average/Poor
Was the quality of Food Excellent/Good/Average/Poor
 14. Other Comment

I certify that my answers to the above questions are fair and correct.

Signed

Date



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX F1 : IDQC REQUEST - ON GRADUATION

(Reference Section 4.2)

SCHOOL :

Reference No

ADDRESS :

Course serial No :	Start Date	End Date/Date of Graduation
--------------------	------------	-----------------------------

Circle modules gained	A	B	C	D	E
-----------------------	----------	----------	----------	----------	----------

This is to certify that the student(s) listed on the attached sheet(s) have completed the Modules which have been circled, and may be awarded the IDSA Qualification as indicated below :

SIGNED

NAME (Print)

DATE

IDSA QUALIFICATIONS

IDSA LEVEL 1 : Commercial SCUBA Diver (Modules A+B)	
IDSA LEVEL 2 : Surface Supplied Inshore Air Diver (Modules A+B+C)	
IDSA LEVEL 3 : Surface Supplied Offshore Air Diver (Modules A+B+C+D)	
IDSA LEVEL 4 : Closed Bell/Mixed Gas Diver (Modules A+B+C+D+E or A+C+D+E)	

For use by School	For Use by Secretariat		
Date forwarded to IDSA Secretariat	Date received at IDSA Secretariat	Card Order Number	Date of Issue (See note)
Date IDQC's received			

Notes :

1. The date of Issue is normally the date of Graduation.
2. A separate form should be used for each course.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX F2 : IDQC REQUEST - AFTER GRADUATION

(Reference : Section 4.3)

SCHOOL :

Reference No ;

ADDRESS :

This is to certify that the divers listed on the attached sheet(s) were not issued with an IDQC on graduation for one of the reasons described in Sections 4.3.1 to 4.3.4 below - tick Table as appropriate)

4.3.1	Graduated from a Full Member School and a card was not issued	
4.3.2	Graduation was before the School became a Full Member	
4.3.3	Card not issued on graduation and the School has since closed	
4.3.4	Card no issued on Graduation because of insufficient bottom time	

and may be awarded the IDSA Qualification indicated below :

IDSA QUALIFICATIONS

IDSA LEVEL 1 : Commercial SCUBA Diver (Modules A+B)	
IDSA LEVEL 2 : Surface Supplied Inshore Air Diver (Modules A+B+C)	
IDSA LEVEL 3 : Surface Supplied Offshore Air Diver (Modules A+B+C+D)	
IDSA LEVEL 4 : Closed Bell/Mixed Gas Diver (Modules A+B+C+D+E or A+C+D+E)	

SIGNED

NAME (Please print)

DATE

For use by School	For Use by Secretariat		
Date forwarded to IDSA Secretariat	Date received at IDSA Secretariat	Card Order Number	Date of Issue (See note 1)
Date IDQC's received			

Notes :-

1. The date of Issue will be the date this form is received at the Secretariat.
2. The attached form is designed to allow divers who graduated on different dates, and at different IDSA Levels to be listed at the same time.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES
APPENDIX F2 : IDQC REQUEST - AFTER GRADUATION

School Reference No : FF...

Last Name First Name (s)	M/F	Address	School Ref No	IDSA Card No
Date of Birth :		Nationality :		
Date of Graduation		IDSA Level		
Last Name First Name (s)	M/F	Address	School Ref No	IDSA Card No
Date of Birth :		Nationality :		
Date of Graduation		IDSA Level		
Last Name First Name (s)	M/F	Address	School Ref No	IDSA Card No
Date of Birth :		Nationality :		
Date of Graduation		IDSA Level		
Last Name First Name (s)	M/F	Address	School Ref No	IDSA Card No
Date of Birth :		Nationality :		
Date of Graduation		IDSA Level		



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX F3 : IDQC REQUEST - AFTER a COMPETENCE ASSESSMENT

(Reference : Section 4.4. which gives details of the documents which MUST accompany this request)

SCHOOL : **Reference No**

ADDRESS :

This is to certify that :

- (a) The student(s) listed on the attached sheet have completed an Assessment of their competence and may be awarded the IDSA Qualification indicated below.
- (b) If other than English the language used for the Assessment was.....

SIGNED NAME

DATE

IDSA QUALIFICATION

IDSA LEVEL 1 : Commercial SCUBA Diver (Modules A+B)	
IDSA LEVEL 2 : Surface Supplied Inshore Air Diver (Modules A+B+C)	
IDSA LEVEL 3 : Surface Supplied Offshore Air Diver (Modules A+B+C+D)	
IDSA LEVEL 4 : Closed Bell/Mixed Gas Diver (Modules A+B+C+D+E or A+C+D+E)	

For use by School	For Use by Secretariat		
Date forwarded to IDSA Secretariat	Date received at IDSA Secretariat	Card Order Number	Date of Issue (See note 1)
Date IDQC's received			

Notes

- 1. The Date of Issue is the date the Assessment is successfully completed.
- 2. A separate form should be used for each assessment
- 3. If the assessment language is NOT English, the Qualification Card will be endorsed accordingly.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX G1 : APPLICATION FORM FOR ASSESSMENT TO IDSA LEVEL 1 - COMMERCIAL SCUBA DIVER

LAST NAME	FIRST NAME	Male/ Female
Date of Birth	Nationality	
Address		
I certify that I have attached : <ul style="list-style-type: none"> • The List of Diving and Work Experience from this Appendix - G1 - and that it is a true extract from my Logbook(s) • A copy of my Medical Certificate stating that I am Fit to Dive. 		
Date of Application	Signature	

NOTES:

1. The purpose of this assessment is to confirm that a diver has the theoretical knowledge & practical ability required by the IDSA Level 1 (SCUBA Diver) syllabus, by ensuring that he :
 - Understands the principles of SCUBA diving operations
 - Can dive safely and competently using SCUBA equipment to a depth of 30 metres with air as the breathing mixture.
 - Can carry out the work tasks listed in the syllabus safely and competently.
2. This will be done by assessing his performance :

IDSA Reference	Assessment	
B2 (a)	Preparing equipment for a dive	
B2 (c) & (d)	Conducting pre and post dive checks	
B3 (a)	During a Chamber Dive to 40m (if not shown in Logbook)	
B2 (b)	As a linesman, Standby Diver and Diver, both with and without communications, during routine diving operations.	
B2(b) B4-1 to 4	As a linesman, Standby Diver and Diver, both with and without communications, during emergency exercises..	
B6:	When carrying out any 2 of the following underwater tasks :	
B6-1	(a) Tying at least 3 commonly used knots	
B6-2	(b) A seabed search	
B6-4	(c) A task using a lifting bag	
B6-5	(d) A task using a hand tool	
B1 (h)	Diving in low visibility	
B7-2	Operating an HP compressor or HP airbank to charge diving cylinders	
B7-3 (a) & (b)	Sitting a theoretical exam covering the syllabus of IDSA modules A & B	

Notes :

1. The IDSA References shown in this table are taken from the IDSA Diver Training Standards Revision 4 Dated October 2009
2. Either wet or dry suits may be worn



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX G1 : APPLICATION FORM FOR ASSESSMENT TO IDSA LEVEL 1 - COMMERCIAL SCUBA DIVER

3. The diving experience required is :

NOTE : The Total Bottom Time and Minimum Number of Dives shown in this Table are TWICE those required during a training course.					
IDSA QUALIFICATION	Equipment	Depth (Metres)	Total Bottom Time (Mins)	Minimum Number of Dives	Minimum Bottom Time for any dive
IDSA LEVEL 1 Commercial SCUBA Diver	SCUBA	0 to 25	1000	30	20
		26 to 30	300	10	20

- (a) All logged dives must have been countersigned by the Supervisor
- (b) All dives must have taken place while in paid employment.
- (c) Only time on the bottom counts towards the required durations. Descent and decompression times are not counted.

List of SCUBA Diving Experience

Dive No	Depth (in Metres)	Date	Bottom Time (In Minutes)	Task	Diving Contractor
0 to 25 Metres					
1					
2					
3					
4					
4					
6					
7					
8					
9					
10					
11					
12					
13					
14					
14					
16					
17					
18					
19					
20					
21					
22					
23					
24					
24					
26					
27					
28					
29					
30					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX G1 : APPLICATION FORM FOR ASSESSMENT TO IDSA LEVEL 1 - COMMERCIAL SCUBA DIVER

List of SCUBA Diving Experience (Continued)

26 to 30 Metres					
1					
2					
3					
4					
4					
6					
7					
8					
9					
10					

LIST OF SCUBA WORK EXPERIENCE

Suitable dives from the List of Diving Experience on the previous page may be included.

Dive No	Depth (in Metres)	Date	Bottom Time (In Minutes)	Where	Diving Contractor
Evidence of taking part in the following underwater work tasks :					
Lifting bags - at least 100kgs capacity					
1					
2					
Carrying out a bottom search					
1					
2					
Using Hand Tools					
1					
2					
Visual or photographic inspection					
1					
2					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G2

Application Form for Assessment to IDSA Level 2 - Surface Supplied Inshore Air Diver

LAST NAME	FIRST NAME	Male/ Female
Date of Birth	Nationality	
Address		
I certify that I have attached : <ul style="list-style-type: none">• The Lists of Diving and Work Experience from Appendix G1 and this Appendix - G2 - and that they are true extracts from my Logbook(s)• A copy of my Medical Certificate stating that I am Fit to Dive.		
Date of Application	Signature	

LEVEL 2

1. The purpose of this assessment is to confirm that a diver has the theoretical knowledge and practical ability required by the IDSA Level 2 (Supply Supplied Inshore Air Diver) syllabus, by ensuring that he :
 - Understands the principles of SCUBA diving operations
 - Can dive safely and competently using SCUBA equipment to a depth of 30 metres with air as the breathing mixture.
 - Can carry out the work tasks listed in the Level 1 syllabus safely and competently.
 - Understands the principles of Surface Supplied Diving Operations
 - Can dive safely and competently using surface supplied equipment to a depth of 30 metres with air as the breathing mixture.
 - Understands the operational and safety procedures for the tools and underwater work tasks listed in the syllabus
 - Can carry out the work tasks listed in the Level 2 syllabus safely and competently.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G2

Application Form for Assessment to IDSA Level 2 - Surface Supplied Inshore Air Diver

2. This will be done by assessing his performance as for Level 1 plus ;

IDSA Reference	Assessment	
C2(a)	Preparing equipment for a dive	
C2 (d) & (e)	Conducting pre and post dive checks	
C4 (d)	Operating a two compartment chamber during routine diving operations under supervision	
	As a linesman, Standby Diver, Diver and Panel Operator during both with and without communications during routine diving operations	
C2 (b) & (c) C5-1 to 4	Emergency exercises- each diver must be assessed in his reaction to either loss of breathing gas, or loss of communications during his dive	
C7:	When carrying out any 2 of the following underwater tasks :	
C7-7 (b)	Using an LP Waterjet	
C7-7 (c)	Using an Airlift	
C7-9 (b)	Using Thermal Arc cutting equipment	
C7-6 (c)	During a dive to greater than 20m using a power tool to carry out a small underwater construction work task	
	Preparing and operating an LP compressor	
	Sitting a theoretical exam covering the syllabus of modules A,,B and C.	

Note : The IDSA References shown in this table are taken from the IDSA Diver Training Standards Revision 4 dated October 2009

DIVING EXPERIENCE

The diving experience required is :

NOTE : The bottom times and the minimum number of dives shown in this Table are TWICE those required during a training course.

IDSA QUALIFICATION	Equipment	Depth (Metres)	Total Bottom Time (Mins)	Minimum Number of Dives	Minimum Bottom Time for any dive
IDSA LEVEL 2 Surface Supplied Inshore Air Diver	SCUBA	0 to 25	1000	40	20
		26 to 30	300	10	20
	SSDE	0 to 9	1300	24	30
		10 to 19	600	12	20
		20 to 30	400	8	20

Notes

1. All logged dives must have been countersigned by the Supervisor
2. All dives must have taken place while in paid employment.
3. Only time on the bottom counts towards the required durations. Descent and decompression times are not counted.
4. Wet Bell dives may not to be counted.
5. Divers applying for Level 2 should enter their diving and work experience on the Lists in Appendix G1 and this Appendix.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G2

Application Form for Assessment to

IDSA Level 2 - Surface Supplied Inshore Air Diver

LEVEL 2 - List of Surface Supplied Diving Experience

Dive No	Depth (in Metres)	Date	Bottom Time (In Minutes)	Task	Diving Contractor
0 to 9 Metres					
1					
2					
3					
4					
4					
6					
7					
8					
9					
10					
11					
12					
13					
14					
14					
16					
17					
18					
19					
20					
21					
22					
23					
24					

10 to 19 Metres					
1					
2					
3					
4					
4					
6					
7					
8					
9					
10					
11					
12					

20 to 30 Metres					
1					
2					
3					
4					
4					
6					
7					
8					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G2

Application Form for Assessment to

IDSA Level 2 - Surface Supplied Inshore Air Diver

LEVEL 2 - List of Surface Supplied Work Experience

Note : Suitable dives from the List of Diving Experience on the previous page may be included.

Dive No	Depth (in Metres)	Date	Bottom Time (In Minutes)	Where	Diving Contractor
Evidence of taking part in the following underwater work tasks :					
Lifting bags operations (at least 1000 kgs capacity)					
1					
2					
Using Power Tools					
1					
2					
Using Thermal-Arc cutting equipment					
1					
2					
Using an airlift					
1					
2					
Using a water jet					
1					
2					
Simple underwater construction					
1					
2					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G3

Application Form for Assessment to :

IDSA Level 3 - Surface Supplied Offshore Air Diver

LAST NAME	FIRST NAME	Male/ Female
Date of Birth	Nationality	
Address		
I certify that I have attached : <ul style="list-style-type: none">• The Lists of Diving and Work Experience from Appendices G1, G2 and this Appendix G3 - and that they are true extracts from my Logbook(s)• A copy of my Medical Certificate stating that I am Fit to Dive.		
Date of Application	Signature	

LEVEL 3

1. The purpose of this assessment is to confirm that a diver has the theoretical knowledge and practical ability required by the IDSA Level 3 (Surface Supplied Offshore Air Diver) syllabus, by ensuring that he :
 - Understands the principles of SCUBA diving operations
 - Can dive safely and competently using SCUBA equipment to a depth of 30 metres with air as the breathing mixture.
 - Can carry out the work tasks listed in the Level 1 syllabus safely and competently.
 - Understands the principles and procedures required for surface supplied operations using both a Wet Bell and Hot Water system.
 - Can dive safely and competently in air diving operations using surface supplied diving equipment, both from the surface and from an Wet Bell, to a depth of 50 metres.
 - Can carry out the work tasks listed in the Level 2 syllabus safely and competently.
 - Can dive safely and competently using a hotwater suit



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G3

Application Form for Assessment to :

IDSA Level 3 - Surface Supplied Offshore Air Diver

2. This will be done by assessing his performance as for Level 2, plus :

IDSA Reference	Assessment	
D1.1	As Diver, Bellman, Panel Operator and surface Stand-By diver during a routine Bell Diving Operation to greater than 10 metres, during which an emergency drill must be exercised..	
D1.2 (a) & (b)	As Diver, Stand By diver, Panel Operator and linesman during a routine surface orientated decompression dive to carry out a simple work task at a depth greater than 40m	
D1.3	Carrying out a simple work task wearing a Hot-Water suit	
D2.1 & D2.2	Carrying out Pre & Post dive checks on a Wet Bell (including winches) and Hot water systems.	
	Sitting a theoretical exam covering modules A, B, C and D.	

- Notes :**
1. Hot water suit dives may be combined with wet bell dives
 2. The IDSA References shown in this table are taken from the IDSA Diver Training Standards Revision 4 dated October 2009

DIVING EXPERIENCE

NOTE : The bottom times and the minimum number of dives shown in this Table are **TWICE** those required during a training course.

IDSA QUALIFICATION	Equipment	Depth (Metres)	Total Bottom Time (Mins)	Minimum Number of Dives	Minimum Bottom Time for any dive
IDSA LEVEL 3 Surface Supplied Offshore Air Diver	SCUBA	0 to 25	1000	30	20
		26 to 30	300	10	20
	Surface Orientated	0 to 9	1300	24	30
		10 to 19	600	12	25
		26 to 29	400	8	20
		30 to 39	300	10	20
		40 to 50	320	10	15
		Wet Bell	0 to 9	180	6
	10 to 20		120	4	30
	Hot Water	0 to 20	180	6	30

Notes

1. All logged dives must have been countersigned by the Supervisor
2. All dives must have taken place while in paid employment.
3. Only time on the bottom counts towards the required durations. Descent and decompression times are not counted.
4. Divers applying for Level 3 should enter their diving and work experience on the lists in Appendix G1, G2 and this Appendix.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G3

Application Form for Assessment to :

IDSA Level 3 - Surface Supplied Offshore Air Diver

LEVEL 3 - List of Surface Supplied Diving Experience

Dive No	Depth (in Metres)	Date	Bottom Time (In Minutes)	Task	Diving Contractor
30 to 39 Metres					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
40 to 50 Metres					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

List of experience in using a Wet Bell and Hotwater System

Wet Bell 0 to 9 Metres					
1					
2					
3					
4					
5					
6					
Wet Bell 10 to 20 Metres					
1					
2					
3					
4					
Hot Water System 0 to 20 Metres					
1					
2					
3					
4					
5					
6					
Over 35 Metres					
Power Tools					
1					
2					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G4

Application form for Assessment to IDSA Level 4 - Closed Bell/Mixed Gas Diver

LAST NAME	FIRST NAME	Male/ Female
Date of Birth	Nationality	
Address		
I certify that the attached lists of Diving and Work Experience are true extracts from my Logbook(s), and that a copy of my Medical Certificate stating that I am Fit to Dive is also attached		
Date of Application	Signature	

NOTES

1. The purpose of this assessment is to confirm that the diver named above has the theoretical knowledge and practical ability required by the IDSA Level 1 (SCUBA Diver) syllabus, by ensuring that he :
 - Has a complete understanding of the principles of safe chamber operations, bell handling systems, bell breathing gas systems, gas reclaim systems, bell diver heating systems, gas analysis systems and emergency procedures.
 - Understands the principles of closed bell and mixed gas diving operations
 - Assist with the launch and recovery of a closed bell, as both bell diver and surface tender.
 - Is able to mate and clamp the bell to a deck chamber system, equalise internal pressures and effect a safe "Transfer under Pressure" of the bell and chamber occupants.
 - Can work safely and competently as a bellman, bell diver and surface tender.
 - Can demonstrate an understanding of the design, theory and the procedures of closed bell diving from a dynamically positioned vessel.

2. This will be done by assessing his performance
 - (a) Either as a Level 3 diver - see Appendix G3.
 - (b) As a member of a bell diving team in preparing bell and deck chamber system for a saturation dive.
 - (c) Living in saturation conditions for at least 36 hours (including decompression) commencing at a depth of at least 50 metres.
 - (d) Performing 5 bell lockouts, for a minimum of 30 minutes per lockout, at a minimum depth of 75 metres.
 - (e) Carrying out 2 open water bell runs to a depth not less than 100metres, from a storage depth of at least 50 metres, acting both as bellman and lockout diver. Lockout time is to be at least 15 minutes duration.
 - (f) Whilst acting as bellman, carry out a recovery of an unconscious diver into the bell.
 - (g) Carry out other emergency drills such as use of emergency through water communications, loss of surface power, use of bell internal emergency power, diver communication failure, hotwater supply failure, donning emergency survival equipment, and bell winch failure.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G4

Application form for Assessment to IDSA Level 4 - Closed Bell/Mixed Gas Diver

LEVEL 4 - List of Closed Bell Experience

Dive No	Depth (msw)	Date	Bottom Time (minutes)	Task	Diving Contractor
Chamber pressurisation & TUP checks					
1					
2					
3					
4					
Bell pre-dive checks					
1					
2					
3					
4					
Bell diver lockouts					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
Bellman lockouts					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES - APPENDIX G4

Application form for Assessment to IDSA Level 4 - Closed Bell/Mixed Gas Diver

Bellman lockouts (Continued)					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
Diver Rescue (simulated)					
1					
2					
3					
4					
5					
Bell runs from deck to deck with full TUP procedure					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Gas loss & Communications failure (simulated)					
Closed Bell Bounce dive to 55 msw					
Closed Bell Bounce dive to 75 msw					
Closed Bell Bounce dive to 100 msw					
Saturation dive >50 msw (min 15 minute lockout time)					
1					
2					
Saturation diver rescue >50 msw					
1					



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX H - INITIAL AUDIT REPORT

NAME of SCHOOL :

AUDITORS :

CONTENTS

1. GENERAL

- 1.1 Administrative Details
- 1.2 Mission Statement
- 1.3 Modules Requested
- 1.4 Annual Programme
- 1.5 Other Approvals
- 1.6 Insurance
- 1.7 Students : Domestic Arrangements
- 1.8 Supporting staff

2. DIVER TRAINING FACILITIES

- 2.1 Site Description
- 2.2 Diving Platforms
- 2.3 Training Programmes
- 2.4 Instructors
- 2.5 Instructional Staff Training
- 2.6 Classrooms
- 2.7 Training Aids
- 2.8 Classroom Instruction
- 2.9 Dives Observed

3. PROCEDURES

- 3.1 Administrative
 - 3.1.1 Student Records
 - 3.1.2 Student Assessments
 - 3.1.3 Complaints
- 3.2 Operational
- 3.3 Safety & Emergency

4. PLANT & EQUIPMENT

- 4.1 Maintenance Staff
- 4.2 Diving & Safety Equipment
- 4.3 Plant
- 4.4 Maintenance

5. NON-COMPLIANCES

6. OVERALL COMMENT

Notes :

- i The purpose of this audit is to verify the content of the Full Members Application Form, ensure that all the facilities, equipment and staff of the school are sufficient not only to support the IDSA courses, but also any other courses which are planned to take place at the same time.
- ii The notes in each section or sub-section refer to the School's 'Application for Full Membership, which will have sent to the Auditors with this Blank Report.
- iii The Auditors comments are in red.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX H - INITIAL AUDIT REPORT

1. GENERAL

1.1 ADMINISTRATIVE DETAILS

Confirm as shown on Application form

1.2. MISSION STATEMENT

Is it appropriate ?

1.3. MODULES REQUESTED

A	Preparatory		D	Surface Supplied Offshore Air	
B	Commercial SCUBA		E	Closed Bell/Mixed Gas	
C	Surface Supplied Inshore Air				

1.4. ANNUAL PROGRAMME

Are the facilities and equipment, diving area and staff sufficient to train the maximum number of students proposed in the time allocated ?

1.5. OTHER APPROVALS

Confirm that the Approvals listed are still in place, and if so, that they are in-date.

1.6 INSURANCE

Sight the insurance document(s) and check that the cover is sufficient, and up to date.

1.7 STUDENTS : DOMESTIC ARRANGEMENTS

Confirm that the arrangements are satisfactory.

1.8 SUPPORTING STAFF

Spot check the documentation which supports any qualifications claimed. Confirm the list, and note any changes.

2. DIVER TRAINING FACILITIES

2.1. SITE DESCRIPTION (Including Diving Areas and Shore Diving Stations)

Visit all the areas and stations and check that the descriptions given are correct. Note any Changes

2.3. DIVING PLATFORMS

Check that Boats and Barges conform to National Regulations. If there are no National Regulations for the platforms concerned confirm that the steps taken to make the vessel safe and seaworthy are adequate.



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX H - INITIAL AUDIT REPORT

2. **DIVER TRAINING FACILITIES** (Continued)

2.3. **TRAINING PROGRAMMES**

2.3.1 Confirm that the overall programme for the course in progress is as submitted in the Application Form. Note any changes which it has been necessary to make.

2.3.2 Check that the programme for the week of the audit fits in with the overall programme submitted with the Application.

2.3.3 Note the course or courses in progress

2.4 **INSTRUCTORS**

Spot check the documentation which supports the qualifications claimed. Confirm the list, and note any changes.

2.5 **INSTRUCTIONAL STAFF TRAINING**

Has any planned training been carried out? Do future plans cover the expected requirements

2.6 **CLASSROOMS**

Confirm that the Classrooms are as in the Application, and meet the criteria set out in the Guidance

2.7 **TRAINING AIDS**

Confirm the details given in the Application Form

2.8 **CLASSROOM INSTRUCTION**

At least one lecture must be observed, and relevant points noted, for example : Instructor delivery, Training Aids used, student participation etc

2.9 **DIVES OBSERVED**

At least one complete dive should be observed in order to check that it is being conducted in accordance with the relevant procedures.

3. **PROCEDURES**

The procedures will have been checked by the administration before they were forwarded to the auditors. The school will have been asked to combine them with course programmes and other relevant material into a Company Training Manual.

3.1 **ADMINISTRATIVE**

3.1.1 **Student Records**

3.1.1.1 The Daily Dive Record Sheets (Appendix B2 'Guidance' Section 3.1.1.1) or their equivalent should be checked for anomalies and accuracy.

3.1.1.2 The Logbook of at least one student should be checked against the Daily Dive record sheets, and the overall record of student dive times, in order to ensure that they match.

3.1.1.3 All students Logbooks should be collected in and checked against their individual record (Appendix B2 'Guidance' section 3.1.1.3)

3.1.1.4 The Course records should be cross checked with the other student records and the student assessments



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX H - INITIAL AUDIT REPORT

3.1.2 Student Assessments

The relevant records should be checked to ensure that assessments are being properly made in accordance with the Schools procedures.

3.1.3 Complaints

Has there been a complaint ? If so, were the correct procedures followed ?

3.2 OPERATIONAL

It should be noted that the audit will have been arranged on dates which ensure that diving is in progress. If for any reason diving has to be postponed or cancelled, it may be necessary for the audit to be extended.

3.3 SAFETY & EMERGENCY

At a suitable moment and in co-operation with the person nominated in section 1.1.4 of the Application form an incident should be injected into one of the dives and the reactions of staff, and availability of equipment etc checked to ensure that it is in accordance with the relevant procedures.

4. PLANT and EQUIPMENT

4.1. STAFF

Spot check the documentation which supports the qualifications claimed. Confirm the list, and note any changes.

4.2 DIVING & SAFETY EQUIPMENT

Confirm that the facilities staff and equipment are sufficient for the maximum number of students shown in the application, and that the minimum number is sufficient to run diving operations safely

Spot check the numbers held and other details as may be necessary of the equipment listed in the Application

4.3 PLANT

4.3.1 HP Charging System(s)

- Are there any changes to the application
- Relate 1 system to the maintenance schedule/record and confirm that the requisite maintenance details and test records are correctly entered.
- Check that the test dates shown on at least 4 storage and/or Diving Cylinders conform to those shown on the maintenance schedule
- Check that filters have been changed in accordance with the manufacturers Instructions

4.3.2 LP Supply Systems(s)

- Are there any changes to the application
- Relate 1 system to the maintenance schedule/record and confirm that the requisite maintenance details and test records are correctly entered.
- Check that the test dates shown on the LP Receivers or Storage Cylinders conform to those shown on the maintenance schedule
- Check that filters have been changed in accordance with the manufacturers Instructions

4.3.3 Other Plant

Changes and/or comment only



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX H - INITIAL AUDIT REPORT

4.4 MAINTENANCE

Confirm that :

- The Maintenance system lists all relevant equipment, is well kept
- Spot check items at random apart for the cylinders etc mentioned in sections 4.3.1 and 4.3.2 above
- Check that the Workshop is clean and tidy
- Check that there is sufficient space for equipment to be ventilated as necessary, and that there is sufficient space for it to be stored without distortion.

5. NON-COMPLIANCES

6. OVERALL COMMENT

Signature:

IDSA Auditor

Name

(Please Print)

Signature

Auditor

Name

(Please Print)

DATE :

I, the Director/Manager responsible for the Centre, have read the report after it was completed :

Signature

(Director/Manager)

Name

(Please Print)

DATE



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX I - RE-CERTIFICATION AUDIT REPORT

NAME of SCHOOL :

AUDITORS :

Notes :

- i The Purpose of this Audit is to ensure that the correct standards have been maintained since the last Initial or re-certification audit, and that changes at the school which have been notified during the period are satisfactory (Conditions of Acceptance, Section 2.3.1.4).
- ii The notes in each section or sub-section refer to the last Audit, which will have sent to the Auditors with this Blank Report. The Initial Application Form and any subsequent Audit Reports are to be available to the auditors at the school (Section 3.1.6.2)

1. **GENERAL**

1.1 **ADMINISTRATIVE DETAILS**

Note any changes

1.2. **MISSION STATEMENT**

Is it still appropriate ?

1.3. **MODULES APPROVED**

A	Preparatory		D	Surface Supplied Offshore Air	
B	Commercial SCUBA		E	Closed Bell/Mixed Gas	
C	Surface Supplied Inshore Air				

1.4. **ANNUAL PROGRAMME**

Have any of the course programmes changed since the last audit ? If they have, are the changes acceptable ?

1.5. **OTHER APPROVALS**

Confirm that the Approvals listed are still in place, and if so, that they are in-date.

1.6 **INSURANCE**

Sight the insurance document(s) and check that the cover is still sufficient, and up to date.

1.7 **STUDENTS : DOMESTIC ARRANGEMENTS**

Confirm that the arrangements are satisfactory.

1.8 **SUPPORTING STAFF**

Check documentation and note any changes



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX I - RE-CERTIFICATION AUDIT REPORT

2. DIVER TRAINING FACILITIES

2.1. SITE DESCRIPTION (Including Diving Areas and Shore Diving Stations)

Visit all the areas and stations and note any Changes

2.3. DIVING PLATFORMS

Note any changes.

If there are no National Regulations, confirm that the platforms in use are safe and seaworthy.

2.3. TRAINING PROGRAMMES

2.3.1 Confirm that the overall programme for the course in progress is as submitted. Note any changes which it has been necessary to make.

2.3.2 Check that the programme for the week of the audit fits in with the overall programme submitted

2.4 INSTRUCTORS

Check documentation and note any changes

2.5 CLASSROOMS

Confirm that the Classrooms still meet the criteria set out in the Guidance

2.6 TRAINING AIDS

Note any changes

2.7 CLASSROOM INSTRUCTION

At least one lecture must be observed, and relevant points noted, for example : Instructor delivery, Training`Aids used, student participation etc

3. PROCEDURES

Note any changes. The Company Training Manual or Equivalent is to be available at the school

3.1 ADMINISTRATIVE

3.1.1 Student Records

3.1.1.1 The Daily Dive Record Sheets (Appendix B2 'Guidance' Section 3.1.1.1) or their equivalent should be checked for anomalies and accuracy.

3.1.1.2 The Logbook of at least one student should be checked against the Daily Dive record sheets, and the overall record of student dive times, in order to ensure that they match.

3.1.1.3 All students Logbooks should be collected in and checked against their individual record (Appendix B2 'Guidance' section 3.1.1.3)

3.1.1.4 The Course records should be cross checked with the other student records and the student assessments



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX I - RE-CERTIFICATION AUDIT REPORT

3.1.2 Student Assessments

The relevant records should be checked to ensure that assessments are being properly made in accordance with the Schools procedures.

3.1.3 Complaints

Has there been a complaint ? If so, were the correct procedures followed ?

3.2 OPERATIONAL

At least one complete dive should be observed in order to check that it is being conducted in accordance with the relevant procedures.

It should be noted that the audit will have been arranged on dates which ensure that diving is in progress. If for any reason diving has to be postponed or cancelled, it may be necessary for the audit to be extended.

3.3 SAFETY & EMERGENCY

At a suitable moment and in co-operation with the person nominated in section 1.1.4 of the Application form an incident should be injected into one of the dives and the reactions of staff, and availability of equipment etc checked to ensure that it is in accordance with the relevant procedures.

4. PLANT and EQUIPMENT

4.1. STAFF

Spot check the documentation which supports the qualifications claimed. Confirm the list, and note any changes.

4.2 DIVING & SAFETY EQUIPMENT

Confirm that the facilities staff and equipment are sufficient for the maximum number of students shown in the application, and that the minimum number is sufficient to run diving operations safely

Spot check the numbers held and other details as may be necessary of the equipment listed in the Application

4.3 PLANT

4.3.1 HP Charging System(s)

- Are there any changes to the application
- Relate 1 system to the maintenance schedule/record and confirm that the requisite maintenance details and test records are correctly entered. These should include a Working Pressure, Flow rate and Air Purity tests within the last 3 months.
- Check that the test dates shown on at least 4 storage and/or Diving Cylinders conform to those shown on the maintenance schedule
- Check that filters have been changed in accordance with the manufacturers Instructions

4.3.2 LP Supply Systems(s)

- Are there any changes ?
- Relate 1 system to the maintenance schedule/record and confirm that the requisite maintenance details and test records are correctly entered. These should include a Working Pressure, Flow rate and Air Purity tests within the last 3 months.
- Check that the test dates shown on the LP Receivers or Storage Cylinders conform to those shown on the maintenance schedule
- Check that filters have been changed in accordance with the manufacturers Instructions



IDSA OPERATIONAL & ADMINISTRATIVE PROCEDURES

APPENDIX I - RE-CERTIFICATION AUDIT REPORT

4.3.3 Other Plant

Changes and/or comment only

4.4. MAINTENANCE

4.3.1 The Planned Maintenance System

- Confirm that the Maintenance system lists all relevant equipment, is well kept
- Spot check items at random apart for the cylinders etc mentioned in sections 4.3.1 and 4.3.2 above
- Check that the Workshop is clean and tidy
- Check that there is sufficient space for equipment to be ventilated as necessary, and that there is sufficient space for it to be stored without distortion.

5. NON-COMPLIANCES

6. OVERALL COMMENT

Signature:

IDSA Auditor

Signature

Auditor

Name

(Please Print)

Name

(Please Print)

DATE :

I, the Director/Manager responsible for the Centre, have read the report after it was completed :

Signature

(Director/Manager)

Name

(Please Print)

DATE



The International Diving Schools Association
47 Faubourg de la Madeleine
56140 Malestroit
France

www.idsaworldwide.org