CODE OF PRACTICE
COMMERCIAL DIVER TRAINING

The South African Department of Labour

The Chief Inspector
Department of Labour
Private Bag X117
PRETORIA
0001

Manager: Health and Hygiene
Jabu.Mhlophe@labour.gov.za

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1. INTRODUCTION

1.1. General

The commercial diving industry, while providing services to industry, can be the subject of various regulations and standards imposed by the Government, Clients who require the diving work being carried out, Insurers of the Diving Contractor and other outside bodies.

The Training Code of Practice is intended to assist the following, amongst others:

- Approved and prospective training establishments
- Personnel involved in commercial diver training
- Personnel involved in Quality Assurance and Safety
- Department of Labour Inspectors
- All personnel involved in Quality Assurance, Health and Safety.

Health and safety must never be compromised for any reason. There is in particular a need for Clients and Contractors to recognize and accept the importance of providing sufficient appropriately qualified personnel to conduct operations safely at all times. This includes periods of routine preventative maintenance and repairs.

In order to provide information for commercial diver training, This Code of Practice seeks to lay down minimum standards which all training establishments should follow.

1.2. Status of the Code

This Code is issued in terms of Regulation 24 of the Diving Regulations, 2009 and is based on the principles of providing a workplace that is safe and without risks to health.

This Code is not an authoritative summary of the law, nor does it create additional rights and obligations. Failure to observe the Code does not, by itself, render a person liable in any proceedings. Nevertheless when courts interpret and apply the Diving Regulations with respect to the type of diving procedures covered by this Code, they must consider it.

Employers, employees and their organizations should use this Code to develop, implement and refine their diving practices to address the health and safety issues in their own workplaces. This code should specifically be consulted when preparing operations manuals.

The code is intentionally general, because every person and situation is unique and departures from the guidelines in this code may be justified in appropriate circumstances. However, whenever deviation from this code is contemplated, such deviation must be clearly stated and outlined in the

operations manual. An additional HIRA that specifically covers the deviations must be performed and recorded, containing the following aspects:

- Diving and working practice planned
- How the practice deviates from this code
- Specific reason(s) for the deviation
- Which specific hazards are introduced because of the deviation
- How these specific hazards are addressed to mitigate the risk

1.3. Work Covered by the Code

This Code is intended to provide advice and guidance in respect of commercial diver training carried out in South Africa and the operations associated with such training.

If diving work is performed at the diving school (e.g. by employees of the school or by another diving contractor), such operations must comply with the requirements of the relevant Code of Practice.

1.4. The OHSA Diving Regulations and Other Regulations

The Occupational Health and Safety Act (Act No 85 of 1993) and its regulations takes precedence over this code and the contents of this Code should be used only where they do not conflict with said legislation.

Any person carrying out diver training operations should establish whether there are any other National Regulations that may apply to the diving project. For instance, diving in contaminated waters may require consultation with the Regulations for Hazardous Chemical Substances or the Regulations for Hazardous Biological Agents; If any noise is present in the workplace, the Noise Induced Hearing Loss Regulations should be consulted, etc. These are all aspects that are not covered in the Diving Regulations nor in detail in this code.

1.5. Implementation

This code shall be implemented upon promulgation of the Diving Regulations, 2009

1.6. Updating Arrangements

The Code is a dynamic document and the advice given in it will change with developments in the industry. It is intended that this Code shall be periodically reviewed and any necessary changes or improvements made.

The latest version of this document will be available for download on the website of the Department of Labour.

2. DEFINITIONS

A number of specialized terms are used in this document. These terms are defined in the text to ensure that readers understand what is meant by them in this document:

2.1. Definitions in the Act and the Regulations

"**the Act**" means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993.

"**the Regulations**" means, unless the context indicates otherwise, the Diving Regulations, 2009.

Any word used in this Code of Practice that is defined in the Act or the Regulations shall have the meaning assigned to it in the Act or the Regulations. The definitions provided in the Act are used whenever conflict exists between these two texts.

2.2. Definitions in this Code of Practice

Definitions of technical terms are provided in the text

3. OPERATING MANUALS AND PROCEDURES

3.1. General

All establishments involved in the training of commercial divers in South Africa should prepare standard diving operational manuals and procedures covering their routine training operations and any foreseeable emergencies. If the specific training task they are undertaking is not standard then they should prepare specific written procedures for that task.

This Code is not meant to be a substitute for school operation manuals and procedures, although it provides some guidance in aspects that should be covered in those manuals. The manual should cover all relevant aspects in this Code, as well as any additional aspects identified in the Hazard Identification and Risk Assessment (HIRA)

The manual shall be prepared in consultation with the employees of the school and contain all relevant elements addressed in the Regulations and in this Code. The manual shall be made available to each diving team at the diving location before the commencement of each diving operation.

3.2. HIRA (Hazard Identification and Risk Assessment)

3.2.1. Introduction

The dive planning for a diving operation is unique to that specific operation, and therefore nothing other than general guidelines can be given. The safe planning and implementation of the dive operation will be based on the Hazard Identification and Risk Assessment (HIRA) in conjunction with the guidelines and diving regulations as well as the operations manual of the school.

No diving operation is to take place without a HIRA being carried out before the diving operation commences, all Hazards and Risks identified and communicated to all dive team members and other stakeholders during toolbox talks. The risk assessment will determine what diving mode is to be used and if diving is to take place at all.

3.2.2. Consultation needed

The diving school shall carry out a HIRA and risk management process in consultation with the whole dive team and include inputs from third party specialists (e.g. Approved Inspection Authorities) when required by any legislation or when otherwise considered appropriate.

When performing an “updated HIRA” before the dive starts, the diving supervisor shall consult with the other members of the dive team and include inputs from other persons that may influence the health and safety of the divers.

3.2.3. HIRA process to follow

The HIRA process shall:

- identify and record hazards associated with the operation;
- ensure that an assessment is made to determine and record the risks associated with such identified hazards; and
- control such risks by implementing measures to either eliminate or minimize risks.
- implement medical surveillance for risks that remain

It is important to keep records of the HIRA and to have these available.

3.2.4. Hazard identification process

Health and safety hazards exist at all workplaces. A hazard is any agent, activity, situation or substance that can cause harm. Hazards can be divided into three groups, health hazards, safety hazards and hazards to the environment.

Hazards shall be identified during the preparation of the operational plan and prior to the commencement of the operation. Any hazards which arise during the operation should immediately be brought to the attention of the supervisor and the operational plan varied as necessary to ensure the health and safety of the workers or the operation aborted.

In addition to assessing the hazards to which employees may be exposed during training operations, the school is also required to assess hazards that students may be exposed to. This process should take due cognizance of the fact that students generally do not have the necessary skills and experience and may not be able to identify hazardous situations themselves.

3.2.4.1. Health Hazards

An occupational health hazard is any agent that can cause illness to an individual. A health hazard may produce serious and immediate (acute) affects, or may cause long-term (chronic) problems.

Someone with an occupational illness may not recognise the symptoms immediately. For example, noise-induced hearing loss is often difficult for the affected individual to detect until it is well advanced.

Health hazards include: chemical hazards, biological hazards, physical hazards, psychosocial hazards and work design (ergonomic) hazards.

a. Chemical hazards: Chemical hazards include, but are not limited to:
- Breathing gases and the possibility of breathing contaminants
- Toxicity from gases breathed, e.g. nitrogen narcosis, oxygen toxicity, etc.
- Diving in chemically contaminated waters (e.g. in harbours, quarries)
- Exposures to any dusts, fumes, vapours, metals, chemical irritants, pesticides and other chemical agents

b. Biological hazards: Biological hazards include, but are not limited to:
- Risk of marine life injuries
- Diving in biologically contaminated waters
- Cross-contamination using diving gear
- Exposures to viruses, bacteria in the workplace
- Any agent that can cause an infection in the diver

c. Physical hazards: Physical hazards include, but are not limited to:
- Noise
- Temperature extremes
- Pressure (causing barotrauma, decompression sickness, etc.)
- Electrical shocks

d. Psychosocial hazards: Psychosocial hazards include, but are not limited to:
- Working shifts (shift work)

- Diving in hazardous environments
- Involvement in stressful situations

e. Ergonomical hazards: ergonomical hazards include, but are not limited to:
- lifting and bending with heavy equipment in and out of the water
- Abnormal postures
- Working with vibrating tools

3.2.4.2. Safety Hazards

A safety hazard is any agent which may cause injury, or damage to property. An injury caused by a safety hazard is usually obvious. For example, a worker may be badly cut. Safety hazards cause harm when workplace controls are not adequate.

Some examples of safety hazards include, but are not limited to:

a. Environmental conditions: include, but are not limited to:
- physical conditions at the operation's site and the sea state,
- visibility
- cleanliness of the premises and plant

b. Task related aspects: Include, but are not limited to:
- the use of explosives,
- use of tools and equipment.

c. Associated activity factors: Includes, but are not limited to:
- accessing the site (including emergency response),
- other equipment at the site
- other structures at the site.
- Working Alone
- Slipping/tripping hazards
- Fire hazards
- Moving parts of machinery, tools and equipment
- Work at height
- Pressure systems and differential pressure situations
- Vehicles
- Lifting operations
- Diving under, near Ships, vessels, small craft, and boats - propellers, rudders, sea suction intake chests, etc.
- Live boating injuries
- Entrapment or entanglement
- Implementation of permit-to-work systems
- Lockout-procedures

d. Emergency response factors: includes, but are not limited to:
- location and availability of appropriate emergency systems and emergency response procedures.

- Unconscious diver recovery procedures
- Severely injured diver recovery procedures
- Availability of first aid kit and support

3.2.4.3. Environmental Hazards

An environmental hazard (hazards to the environment) is a release to the environment that may cause harm or deleterious effects. An environmental release may not be obvious.

For example, a person who drains a glycol system and releases the liquid to a storm sewer may not be aware of the effect on the environment. Environmental hazards usually cause harm when controls and work procedures are not followed.

3.2.5. Risk Assessment

Risk Assessment evaluates the frequency, probability and the consequences of a hazard, into a semi-quantitative measure of risk.

The aims of a risk assessment are to:

- Identify and evaluate risks to enable contingency planning and minimise potential risk to health, environment and equipment.
- Provide a baseline mechanism for communicating to operational personnel the risks and means of minimising them, of a particular task or project.
- Ensure staff compliance to the company health, safety and environmental requirements, as well as compliance with relevant statutory regulations, guidelines and contractual obligations.

3.2.5.1. Risk assessment process

The risk assessment shall be conducted in the following way:

a. <u>Assess who may be exposed</u>

Exposure may take place during the dive or the person may be exposed while on the surface. The HIRA must include the health and safety of surface personnel also

b. <u>Assess how the persons will be exposed</u>

The exposure route may be important, for instance chemical exposures may be via the lungs or be absorbed through the skin. Skin exposure may cause local effects (e.g. chemical burns) or may cause systemic effects due to absorption of the chemical

Mechanical injury (safety risks) may happen due to improper equipment being used or if a person is not familiar with the operation of the equipment or not experienced in its use

c. Assess the exposure "dose"

The levels of the hazards are important factors to consider. The specific noise level can predict the level of hearing loss expected. The dose is estimated as a combination of concentration and time of exposure.

In order to measure the levels of chemical substances, some physical hazards, etc., the services of an Approved Inspection Authority ("Occupational / Industrial Hygienist") is required in terms of some of the Regulations.

Some exposures, e.g. noise levels, can not be measured under water.

d. Assess the exposure frequency

The more the person is exposed to the hazard, the higher the risk of injury or disease

e. Assess the influences of exposures on each other

Some exposures may have an influence on each other, for instance mixed chemical exposures. Exposure to any one of the elements may not be considered a health risk, but the combined effect of exposure may be considerable. Exposure to chemicals and noise show a bigger effect that just combination to any one of these in isolation. The assessment should thus take the "big picture" into consideration.

f. Assess the consequences of exposure

Some exposures cause acute effects, while others may cause long-term effects, like causing cancer, hearing loss, etc.

Consultation with the Designated Medical Practitioner and the Occupational Medicine Practitioner (or Occupational Medicine Specialist) is required.

g. Note all your findings

All of the findings should be carefully noted in the HIRA. This will provide a record of systematic approaches taken to address risks.

3.2.6. Risk mitigation and risk control

Control of risk is achieved by selecting from the hierarchy of control measures one or more measures which individually or in combination achieve the required risk reduction. Only those hazards (identified during the hazard identification process) that poses a real risk (as determined in the risk assessment process) needs to be addressed. If the risk assessment determined that a hazard is associated with acceptable risk, this should be indicated in the HIRA and it need not be addressed further.

Appropriate control measures shall be applied to the risks, using the hierarchy of controls in the following order:

a. Elimination

Where the level of risk cannot be controlled to an acceptable level, no diving shall take place.

b. Substitution

Where the risk can be controlled by performing the task using alternative methods, consideration shall be given to using these alternative methods.

c. Design

Plant and procedures shall be designed to minimize risk.

d. Isolation

Persons should be isolated from the identified hazards. Diving apparatus provide adequate protection to a number of hazards, e.g. hypothermia, marine stings, etc.

e. Administrative control measures

Every operational plan should seek to minimize the degree and duration of the worker's exposure to risk. Rotation of workers is a good example to minimize exposure

Almost every aspect of planning falls into this administrative category.

Administrative controls include, but are not limited to:

i. training, supervision, experience and selection of employees, including staffing levels;
ii. provision of an appropriate operations manual;
iii. organization and planning before, during and after the operation;
iv. selection of appropriate plant; and
v. selection of the appropriate form and level of communication.

f. Personal protective equipment

Appropriately designed and sized personal protective equipment shall be provided, used and maintained. The limitations of all equipment used shall be identified as part of the risk assessment process. Information from manufacturers and from records of prior experience should be used to identify limitations.

3.2.7. Recording of occupational exposures and medical surveillance

If the HIRA process was followed and risk mitigation strategies were put in place, there may still be a level of risk that is accepted as part of the operation. In case any employee is exposed to such a risk that remains, appropriate measures shall be put in place to specifically screen such an employee for consequences of the exposure (including the levels of exposure, e.g. using Biological Exposure Indices) and the possibility of an occupational disease.

Screening for occupational diseases shall be conducted in consultation with an occupational medicine specialist, occupational medicine practitioner or an occupational health practitioner (as appropriate).

An accurate record should be available in the diver's medical file. This is a requirement in addition to the normal "fitness to dive" evaluation of divers.

3.2.8. Recording, updating and reviewing

All of the findings of the HIRA shall be formally recorded, including the names of the persons involved therein. All of the aspects listed above should be included where appropriate.

A comprehensive HIRA should be performed for each diving project, but provision should be made for a "quick assessment" prior to each dive. This process must allow for changes in the diving project, based on the findings. The "quick HIRA" shall be performed by the whole team involved in the dive and be recorded.

Records of health hazards should be kept in accordance with the Regulations pertaining to those hazards, e.g. Regulations for Hazardous Chemical Substances, Regulations for Hazardous Biological Agents, etc.

4. DUTIES, RESPONSIBILITIES AND RELATIONSHIPS

4.1. Approved Training Establishment

Any training establishment, approved in terms of the Regulations, is responsible for all activities at that establishment.

The training establishment must define management and instructional structure in writing.

The training establishment's responsibilities should include provisions to ensure that:

- risk assessments have been carried out and signed by the required personnel.
- a diving operations manual is compiled in consultation with employees.
- the place from which operations are to be carried out is suitable and safe.
- there are sufficient personnel of the required grades in the team
- the personnel are qualified and competent.
- suitable plant and equipment is supplied
- the plant and equipment is correctly certified and properly maintained.
- a suitable plan is prepared which includes emergency and contingency plans. This should be signed and dated by the person preparing it.
- suitable site-specific safety and familiarization training is provided to all members of the dive team.
- project records are kept of all relevant details of the project, including all dives.
- adequate arrangements exist for first aid and medical treatment of personnel, including consultation with the level 2 designated medical practitioner.
- there is a clear reporting and responsibility structure laid out in writing.
- supervisors are appointed in writing and extent of their control documented.
- all relevant regulations are complied with.
- any person or company not directly involved in the diving project is informed of the diving project and their roles therein, whenever their work or practices may impact on the health and safety aspects of the diving project
- the provincial office of the Department of Labour is notified whenever any diving project is taking place.
- all the relevant aspects covered in the Regulations and this Code is complied with

4.2. Instructors

Instructors must be suitably qualified and approved by the Department of Labour and are only permitted to instruct to the level for which they are approved. An Instructor is responsible for all activities on a course.

Instructors are responsible for the operation that they have been appointed for and they should only hand over control to another instructor appointed in writing by the approved training school. Such a handover will need to be entered and signed in the relevant operations logbook.

Instructors can only supervise as much of a diving operation as they can personally control both during routine operations and if an emergency should occur. Instructors cannot supervise two different training sites at once.

To ensure that the diving operation is carried out safely, instructors have the following responsibilities:

- The health and safety of all personnel is assured at all times
- Adequate equipment and facilities are available and all minimum criteria are complied with. They will need to check that the equipment they propose to use for any particular operation is adequate, safe, properly certified and maintained. They should ensure that the equipment is adequately checked by himself or herself or another competent person prior to its use. Such checks will need to be documented, for example, on a pre-prepared checklist which has been signed and recorded in the operations log.
- Requisite course manuals, material and adequate references are available to all trainees.
- Course content and standard of lectures complies with the relevant Training Standard.
- All subjects are adequately covered and records kept for each trainee's progress and competence in terms of the relevant Training Standard.
- They should also check that all persons are fit and in possession of a valid medical certificate of fitness before they start with the diving course.
- They will need to check that the equipment they propose to use for any particular operation is adequate, safe, properly certified and maintained.
- They should ensure that the equipment is adequately checked by himself or herself or another competent person prior to its use. Such checks will need to be documented, for example, on a pre-prepared checklist which has been signed and recorded in the operations log for the project.
- The instructor will need to have clear audible and, if possible, visual communications with any personnel under their supervision. For example, an instructor will be able to control the raising and lowering of a diving bell adequately if there is a direct audio link with the winch operator, even though the winch may be physically located where the instructor cannot see it or have ready access to it.
- During wet bell diving operations, instructors will need to be able to see the divers inside the wet bell. This will normally be achieved on the surface by means of direct viewing through the view ports but when the wet bell is under water this will need to be by means of a CCTV camera.
- The instructor will need to have direct communications with any diver, standby diver, bellman in the water at all times, even if another person also needs to talk to, or listen to, the diver.
- The instructor shall comply with all the requirements imposed on him or her in accordance with the Regulations.

4.3. Supervisors

If any supervisors (who are not qualified instructors) are used in training, these persons will be directly responsible to the instructor.

Supervisors involved in training must be qualified for the level of training

they are involved in.

The instructor may delegate responsibilities to a supervisor, provided that the supervisor is qualified and competent to supervise such a dive and the prescribed instructor to student ratio is not exceeded.

Instructors are at all times required to be directly involved during practical training operations and be able to provide emergency care himself or herself to any injured student. (Instructors may not use supervisors and not be present at the dive site during practical training).

4.4. Students

Student divers have the following duties and responsibilities:

- Every student diver will take reasonable care of his own health and safety and not endanger the health or safety of any other person by any act or omission.

- Comply with the requirements imposed on him or her by the operations manual, and with the instructions given by the instructor (in as far as this does not endanger the health and safety of any person)

- Co-operate with the instructor and diving supervisor in the fulfillment of their duties

- Carry out any lawful order given to him or her by the diving supervisor or diving instructor

- As soon as he or she becomes aware of any situation which is unsafe or unhealthy, bring this to the attention of the instructor, who will record this in the operations log and incorporate this in the “updated HIRA”

- If he is involved in any incident during training that may affect his health or has caused an injury to himself, report this to the instructor, who will note it in the operations log and ensure that the designated medical practitioner is consulted.

- Comply with the duties of divers listed in the Regulations.

4.5. Level 2 Designated Medical Practitioner (DMP)

The level 2 DMP should ensure the health aspects of the diving project are appropriately addressed. This may include the following aspects:

- Performing fitness-to-dive examinations on the divers

- Reviewing, scrutinizing and updating medical examinations performed by level 1 DMP and/ or medical practitioners not contracted by the school

- Providing specific inputs in the operations manual regarding relevant health aspects that should be addressed, including emergency medical protocols and procedures

- Providing specific inputs regarding contents of the first aid kit and assistance in sourcing the contents thereof

- Providing inputs in the HIRA from the medical point of view

- Arrange for the workplace visit of an occupational medicine specialist or occupational medicine practitioner (as appropriate) when required to assess specific workplace hazards

- Arranging (in consultation with occupational medicine specialists or practitioners) for the measurement of workplace hazards by an Approved Inspection Authority.

- Consultation with an occupational medicine specialist, occupational medicine practitioner or occupational health practitioner (as appropriate) when required in terms of specific health hazards in the workplace, or when an occupational injury has occurred or when an occupational disease is diagnosed

- Consultation with travel medicine practitioners whenever specific issues occur, e.g. diving in malaria areas, the need for specific vaccinations, etc.

- Providing assistance and advice in the case of workplace accidents, injuries and illnesses

- Providing inputs in diving apparatus selection and working tool selection when appropriate

- Providing telephonic and/ or on-site advice and assistance in each case of decompression illness and organise any special investigation, follow-up and rehabilitation that may be required, including the performance of fitness assessments after recovery.

- Recording of the appropriate medical information in the diver's logbook, including treatment provided, for each case of decompression sickness.

- Providing practical advice regarding the application of divers with restricted fitness for diving, which may include adding additional restrictions or, in consultation with the examining DMP, remove such restrictions temporarily or permanently.

- Providing project-specific medical support

- Provision of any other medical advice, services and equipment as required from time to time.

- Reviewing of workplace health and safety indicators and development of appropriate action plans to address health issues in such a way that continuous improvement is evident.

- Provision of a yearly medical report to the diving school

- Providing inputs on lecturing material as new information becomes available

- Complying with the provisions listed in the Diving Regulations

To effectively perform these duties, the level 2 designated medical practitioner must be available for consultation with the school, the instructor and the students should be able to telephonically contact the level 2 designated medical practitioner without difficulty.

4.6. Others

The actions of others can have a bearing on the safety of the diving operations even though they are not members of the team.

5. RELATIONSHIPS

5.1. Employer and employee relationships

Any person who works for, or renders services to, the diving school (employer) is presumed, until the contrary is proved, to be the employee of the diving school, regardless of the form of the contract (including when "free-lance" services are provided), if any one or more of the following factors is present:

- The manner in which the person works is subject to the control or direction of the diving school

- The person's hours of work are subject to the control or direction of the diving school

- In the case of the person working for a diving school, the person is part of the school

- If the person has worked for the diving school for an average of at least 40 hours per month over the last three months

- The person is economically dependent on the diving school for whom that person works or renders services

- The person is provided with tools of trade or work equipment by the diving school

- The person only works for or renders services to one diving school

Whenever this employer-employee relationship exists between the diving school and divers, diving supervisors or other persons, the diving school must fulfill the duties of the employer as specified in the Act and the Regulations; and the divers, diving supervisors or other persons must fulfill the duties of employees as specified in the Act and the Regulations.

5.2. Designated Medical Practitioner relationships

The designated medical practitioner should be closely involved in the diving operation and provide appropriate medical support as needed.

5.2.1. Diving School and level 2 DMP

The Diving School contracts the medical assistance services of a level 2 DMP. The Diving School however stays in overall control of the diving operation and the DMP may not take over the diving operation (e.g. during an emergency) or prescribe to the Diving School which course of action to follow. The DMP is thus contracted in an advisory capacity only, unless specific levels of responsibility and involvement in the diving operation is described in the operations manual in detail.

The Diving School must carefully consider the advice provided by the level 2 DMP and consider how it impacts the health and safety of the diving operation as a whole before the advice is accepted or rejected. Conflicts of opinion should not take unnecessary times to resolve and it is therefore required that as much as possible information is contained in the operations manual.

Whenever the Diving School rejects the advice of the level 2 DMP (with appropriate reasons), the DMP may request that such refusal be provided in writing and this shall not be unnecessarily refused by the Diving School. The level 2 DMP may not refuse to provide any further medical advice and assistance for that specific diving operation (e.g. as a means of “strong-arming”). Further advice may be sought from other level 2 DMPs or other consultants with appropriate knowledge and/ or experience.

These provisions shall apply to all diving operations under the control of the diving contractor. However, whenever a diver is evacuated from the workplace for medical reasons and reaches a medical facility, the Diving School shall not have control over the case any longer.

5.2.2. The Diving School level 2 DMP and other DMPs

A close collaborative relationship is needed between the level 2 Designated Medical Practitioner performing the responsibilities listed in the Regulations and this Code and other Designated Medical Practitioners. A diver may have had his medical examination with one specific Designated Medical Practitioner (e.g. overseas) and then goes diving with a school. There is clearly no need to perform a full medical examination on each occasion, as the medical examination performed by the initial Designated Medical Practitioner may still be valid. However, there may be a need to perform specific examinations (in collaboration with occupational health personnel) as a result of specific hazards being present in the workplace (e.g. diving in contaminated harbour water), which is specific to a diving operation.

The Designated Medical Practitioner performing the initial diving medical examination must provide copies of the annual medical examination to the level 2 Designated Medical Practitioner responsible for the diver during a specific diving project. The written consent of the diver is still required in each case. If copies of the diving medical examination are provided to the diver, an additional original signature of the Designated Medical Practitioner and the original stamp of the Designated Medical Practitioner are required on each page for authenticity purposes.

5.3. The project plan, dive plan, operations manual and HIRA

The diving project plan defines the scope of diving work (training) to be performed and contains all the elements relating to the diving project.

Dive plans contain the proposed profile and tasks of each dive and these are updated when required.

An operations manual is needed for each diving school. It contains all elements required in terms of the Regulations.

The HIRA forms part of the project plan and the dive plans and is updated as required.

5.4. The Occupational Health and Safety Act, the Diving Regulations, other Acts and other Regulations

The Occupational Health and Safety Act is the overarching legislative text, determining the duties of employers, employees, health and safety representatives, health and safety committees, etc. The Diving Regulations are provided in order to provide details on how the Act should be applied in the diving industry. Even more details are provided for specific sectors of the diving industry in the different Codes of Practice provided under the Diving Regulations. No single document can thus be read without proper reference to the others.

This also means that other regulations published under the Act may be applicable from time to time. These must also be consulted whenever

appropriate (including Codes of Practice that may be published in terms of those regulations).

Other Acts may also be relevant on a specific diving project and the diving school should ensure that all the relevant texts are consulted.

6. WORK PLANNING AND WORKING EQUIPMENT

6.1. Work planning

Before any training dive is carried out there should be a dive plan in existence. The dive plan will consist of a diving school's standard operating policies and any site-specific risk assessments and procedures.

The plan will need to cover the general principles of the diving techniques as well as the needs of the particular operation. It will also need to provide contingency procedures for any foreseeable emergency.

Many factors need to be considered when preparing a dive plan for a diving project. The risk assessment will need to identify site-specific hazards and their risks. Based on this information, the plan will then need to state how these hazards and risks can be controlled.

Whenever a diving project is planned, the information required in terms of the Diving Regulations must be forwarded to the provincial office of the Department of Labour in the prescribed manner.

6.2. Equipment location and integrity

The diving school must ensure that the dive team is provided with all the necessary equipment and procedures to undertake the training dive without compromise to health and safety. The choice of equipment location will be determined by the type of dive, the detail of the type of diving equipment involved, the integrity of any handling system with respect to lifting points or load bearing welds, and structures etc. In this respect it should be ensured that in-date test certificates for all equipment are available.

In some applications the diving system may be required to operate in a hazardous area (i.e. an area in which there is the possibility of danger of fire or explosion from the ignition of gas, vapour or volatile liquid). All diving equipment used in such an area must comply with the safety requirements for that area.

No diver may undertake a dive to a depth greater than that for which the equipment he or she is using is suitable.

6.3. Lecture Facilities

Approved training establishments are to ensure adequate lecture facilities,

audiovisual equipment, reference material, ablution and catering requirements are available and comply with the relevant legislation and training standards.

6.4. Student Ratios

For theoretical training: Diving schools may not have more students in a lecturing facility than what the lecturing facility is approved for during registration as a school.

For practical training: Diving schools must maintain a maximum student to supervisor ratio of no more than 4:1 while the maximum student to instructor ratio is 12:1. This means that one instructor may have two additional supervisors supervising a class of 12 students

Additional staff: In addition to the instructor and supervisors required for supervision during practical training, staff may be needed to render assistance to trainee divers or assisting the rescue of a diver in distress. The HIRA should indicate the number of additional staff needed for each diving project.

6.5. Use of other Codes of Practice

Each diving school must identify all the Codes of Practice that would apply to the operations of the school and ensure that the requirements thereof are fulfilled (e.g. diving schools involved in training of saturation divers must comply with the requirements of the Offshore Code of Practice)

7. DOCUMENTATION AND RECORD KEEPING

7.1. Personal Log Books

Divers, Supervisors, LST's and ROV pilots need to keep a detailed daily record of any dives they have carried out, supervised or assisted with. The minimum information which needs to be entered in the diver's log book is contained in the annexure to the Diving Regulations.

All dives performed in training must be signed by the supervisor for the dive

7.2. Use of Checklists

Many complex tasks are undertaken during a training course. There is a risk that steps may be omitted or performed out of sequence and the divers on a course will not have the experience generally required for health and safety. A recommended way to ensure the correct chronology of such tasks is the use of pre-prepared checklists that require personnel to tick a box to demonstrate correct completion.

Diving Schools will need to prepare and authorise the use of such checklists as part of the planning for diving projects.

7.3. Competency and Assessments

As people receive training, broaden their skill base, gain experience or attain more knowledge their ability to demonstrate their competence shall be reviewed and assessed against specified criteria contained in the training manuals of the school. Progress could be recorded in accordance with the relevant training standard and this Code.

Only approved instructors are allowed to assess the competency of trainee divers

Grievance procedures must be established and be available to all students in written format. The procedures must allow for assessment by another instructor.

The following points are normally considered to be good practice in conducting competency assessments:

- The instructor should provide a list showing both the elements of competence being assessed and the criteria against which they are to be assessed
- The person being assessed should be able to demonstrate on a number of separate occasions that he/she can satisfactorily perform the task being assessed.
- The person being assessed should be observed, where appropriate, demonstrating the attainment of the competence by the instructor
- The instructor should gather and record evidence (e.g. noting date and time observing candidate performing task)
- The person being assessed should receive prompt, accurate and constructive feedback on any assessment conducted

7.4. Examinations

Diving Schools are to ensure all trainees successfully undertake and pass an approved theory examination on completion of their training.

In order to ensure consistency and a national standard, final examination papers will be issued by the Department of Labour and examinations will be moderated by an approved third party appointed by the Department. These examinations will be available online. Students will need to have access to computer facilities (with internet access) to write these examinations

7.5. Training records

Diving Schools must keep the following information on each course at their facility:

- Biodata
- Diving or topside medical
- Course attended/ completed
- Details of all dives undertaken
- Details of tasks completed; in accordance with relevant training

standard
- Practical competency and assessment records
- Theoretical competency and assessments
- Final examination results
- DOL registration and certification

8. AUDITS OF TRAINING ESTABLISHMENTS

The Department may audit diving schools under the following circumstances:
- Upon application to attain approval for undertaking commercial diver training in terms of the Diving Regulations.
- Any change in the status of the diving school
- In the event of evidence of failure to comply with the Regulations, Codes of Practice or Training Standards
- Annually

ANNEXURE 1

MINIMUM CRITERIA FOR REGISTRATION AS AN INSTRUCTOR

All instructors must meet the following criteria for registration with the Department of Labour:

1. Be registered as a Diving Supervisor for a minimum of three years in the class for which they wish to register as an instructor.

2. Have completed an approved SETA or TETA facilitator course for facilitating learning using a variety of methodologies.
   or
   Hold an approved teaching / instructional qualification.
   or
   Have held a verifiable instructional position at a recognised and acceptable institute of learning (e.g. school, university, technical college, SETA, etc.) for a minimum of 2 years (full time)
   or
   Have attained competency in instruction and facilitation approved by the Department of Labour

Persons who meet these criteria and who want to register as instructors must apply to the Department of Labour in writing and provide documented proof of the above.

ANNEXURE 2

REQUIREMENTS FOR LOGGING TRAINING DIVES AND TRAINEESFILLING IN LOGBOOKS

1. Each dive must be filled in on a separate page unless the surface interval is less than 10 minutes in which case it is the same dive. (In this case as in any other, the ascent time, decompression time and surface interval time must not be logged as bottom time).

2. Each logbook page must be dated, have the depth of the dive logged in metres, as well as the dive site location recorded and each page signed by both the diver and the dive supervisor.

3. Bottom time is calculated from leaving surface until leaving bottom for final ascent. Bottom time does thus NOT include ascent time or decompression time. Bottom time must be recorded as such on the diver's logbook page. Scuba Bottom time is to be recorded as follows example: Diver left surface 08h00 time recorded, diver arrived surface 08h20 time recorded. Total dive time is 20 minutes for a depth of 30 metres with no deco stops. Bottom time is calculated as follows for 20 minutes dive time the ascent time will need to be deducted which is 3 minutes giving only 17 minutes bottom time not 20 minutes.

4. Dive Time is from when the diver left the surface until when he reaches the surface in the water or in the case of Surface Decompression for Class II divers when chamber arrives on surface.

5. The time left surface must be recorded in the 24h00 clock mode example seven o'clock is either morning or evening 07h00 or 19h00.

6. The time arrived surface must be recorded in the 24h00 clock mode and is when the diver reaches surface either in the water or the chamber.

7. The dive schedule used and name of the decompression tables is to be recorded as well as all decompression stops and times are to be entered in the diver's logbook.

8. The type of diving mode taking place must be recorded in the logbook example; scuba, surface supply, wet bell, closed bell, any other type of dive must be recorded as other and stated, chamber, etc.

9. The task and objective must be recorded in detail, example; Dive to 12 metres in good viz, do loss of main gas procedures, inform surface main gas lost, open bailout, request pneumo place pneumo in helmet when bubbling and breath off pneumo closing bailout, inform surface aborting the dive due to loss of main gas. Do training drill 5 times during dive etc, or whatever was done.

10. During air diver training, chamber times may not be counted towards the required minimum bottom times but must still be recorded in the logbook as a chamber dive.

11. The remarks section of the logbook must leave place for diver and supervisor comments.

12. The dive time minutes should be carried forward on each page of the divers logbook, however in training the bottom time should also be carried forward as well in minutes to aid the supervisor and trainee diver in monitoring correct training bottom times.

ANNEXURE 3

MINIMUM EQUIPMENT FOR CLASS V SCHOOLS

AMOUNT OF EQUIPMENT NEEDED	DESCRIPTION OF EQUIPMENT NEEDED
Dive Gear	
5x	1st Stage Regulator
5x	2nd Stage Demand Valve (Primary)
5x	2nd Stage Demand Valve (Secondary)
5x	Power Inflator Hose
5x	Submersible Pressure Gauge (SPG)
5x	Buoyancy Compensator (BC) with oral & power inflator
5x	SCUBA cylinders minimum working pressure of 200Bar
5x	Back Pack if not part of BC
5x	Life lines
5x	Safety Harnesses
5x	Dive knives with sheath or suitable holder
5x	Personal underwater depth gauge
5x	Underwater timing device
Auxiliary Equipment	
1x	Instructor/ Supervisor Diver Recall Device
1x	HP Compressor for charging SCUBA cylinders to 200Bar, with combustion engine and electric motor. May be a combo unit or two independent compressors. Reason: exhaust fumes training
1x	Air breathing filtration system for HP compressors normally part of compressor
1x	HP Storage bank consisting of a minimum of 4x 50L 200Bar cylinders
1x	HP filling – Decanting panel for HP storage bank to decant to SCUBA
Rigging	
1x	Shot line for training pool descents and ascents
First Aid	
1x	100% oxygen administration set/s to supply two divers for 2 hours at 25L per minute
1x	Twin Lock decompression chamber as per diving regulations (or 24 hour access to one on standby, reachable within two hours from dive

	venue (by road) – verified in writing for use and standby)
1x	Diving doctor on call 24 hours per day during training. Verified in writing.

ANNEXURE 4

MINIMUM EQUIPMENT FOR CLASS IV SCHOOLS

AMOUNT OF EQUIPMENT NEEDED	DESCRIPTION OF EQUIPMENT NEEDED
Dive Gear	
8x	1st Stage Regulator
8x	2nd Stage Demand Valve (Primary)
8x	2nd Stage Demand Valve (Secondary)
8x	Power Inflator Hose
8x	(SPG) Submersible Pressure Gauge
8x	(B.C.) Buoyancy Compensator with oral & power inflator
8x	SCUBA cylinders minimum working pressure of 200 bar.
8x	Back Pack if not part of (B.C.) Buoyancy Compensator
8x	Full Face Masks
8x	Safety harnesses
8x	Dive knives with sheath or suitable holder
8x	Personal Underwater Depth Gauge
8x	Underwater Timing Device
8x	Underwater Compasses
8x	Underwater Torches
4x	Underwater Strobe Lights
4x	Dry Suits x 2 minimum more recommended
2x	Twin Scuba Sets for twin set diving procedures
1x	Through water Wireless Voice Communications System for two divers in water
1x	Instructor / Supervisor Diver Recall Device
Auxiliary Equipment	
1x	H.P. Compressor for charging SCUBA cylinders to 200 bar, with combustion engine and electric motor maybe a combo unit or two independent compressors. Reason exhaust fumes training.
1x	Air Breathing Filtration System for H.P. compressors, normally part of compressor.
1x	H.P. Storage Bank consisting of a minimum of 4 x 50lt 200bar cylinders.
1x	H.P. Filling – Decanting Panel for H.P. storage bank to decant to scuba.

AMOUNT OF EQUIPMENT NEEDED	DESCRIPTION OF EQUIPMENT NEEDED
1x	Portable 220volt Generator with light & Spot Lights for night diving or access to when required for night operations, May be hired
1x	Suitable Dive Boat to Transport Divers to Dive Site and be a dive site base platform. Minimum Length 6 meters with suitable engines and night rating. SAMSA Registered.
Tools	
1x	Underwater Stills Camera Digital or film and lights.
1x	Underwater Video Camera Camcorder and lights.
8x	Underwater Slates for recording data etc.
4x	Varner Callipers for measurements.
4x	10 meter Soft Measuring Tapes for underwater use or longer.
Rigging	
8x	3 Part Safety Shackles for lift bags (correct load rating).
4x	Lift Bags minimum size 25kg to a maximum size of 250kg
4x	Endless Lifting Slings
4x	Shot Lines minimum 50 meter rope with Weights & 500mm Marker Buoy
2x	Jack Stay Search Pattern (Complete with weights & marker buoys).
2x	Circular Search Pattern (Complete with base weights, reel & marker buoys)
First Aid	
1x	100% Oxygen Administration Set/s to supply two divers for 2 hours at 25lt per minute.
1x	Twin Lock Decompression Chamber as per Diving Regulations. (Or 24 hour access to one on standby, reachable within two hours from dive venue, not including flying. Verified by letter of use and standby.
1x	Diving Doctor on Call 24 hours per day during training. Verified by letter.

ANNEXURE 5

MINIMUM EQUIPMENT FOR CLASS III SCHOOLS

AMOUNT OF EQUIPMENT NEEDED	DESCRIPTION OF EQUIPMENT NEEDED
	All Equipment as required in Annexure 3 and in addition thereto, the following:-
6x	Bailout 1st Stages with SPG and H.P. Whip for bailout block
6x	Each umbilicals to comprise of: • 9mm (3/8") ID breathing hose with working pressure of 35 bar • 6mm (1/4") ID Pneumo hose • 2 or 4 wire communication cable • Umbilical must have the strength of a life line, or a strength member is to be added. • Umbilical must have a D- ring secured for attachment to divers safety harness via a screw gate carbine. • 3 x 100 metre long umbilical (One for standby diver) • 3 x 50 metre long umbilical 1x Of the above umbilicals to have hat light and camera cable
2x	Commonly Used Surface Supply Helmets with voice communications
2x	Commonly Used Surface Supply Band Masks with voice communications
2x	Commonly Used Surface Supply Full Face Masks with voice communications
2x 1x	Two Diver Surface Supply Control Panels comprising of: • 1x Two diver voice communications box • 1x Pneumofathometer (depth gauge) per diver • 1x LP Breathing Air inlet source • 1x HP inlet source with HP reducing regulator • 1x Diver's supply pressure gauge • 1x Safety overpressure relief valve • 2x Non-return valves – 1 on each diver's breathing gas outlet • 1x One diver panel for Standby Diver or another Two Diver Panel may be used. • Each divers voice communication to be recorded, the easiest is from the communication boxes record socket to a tape recording device. Another method is a separate normal recorder placed next to the comms box.
1x	U/W CCTV System comprising of: • 1x CCTV camera and light • 1x Umbilical • 1x viewing screen • 1x light dimmer controller

	• 1x data recorder with communication recording input.
1x	Portable 220volt Generator with light & Spot Lights for night diving May be hired
2x	L.P. Compressors for breathing air supply to divers
2x	Receiver Tanks for L.P. Compressors
2x	Filtration Systems mounted after the receiver tanks to filter breathing air
3x	H.P. Secondary Gas Supply For dive control panel and standby diver panel consisting of a minimum of 2 x 50lt 200bar cylinders.
1x	Suitable Dive Boat to conduct Surface Supply Diving Operations Safely. Minimum Length 6 meters with suitable engines and night rating. SAMSA Registered. (Vessel Used in Ref 36-CLASS IV may be used if adapted for surface supply mode and suitable).
6x	Vernier Callipers for measurements.
4x	30 meter Soft Measuring Tapes for underwater use.
1x	Pipe Wrench
1x	Set of Spanners for underwater use starting at 13mm to 30mm
2x	Hacksaws
2x	Hammers
2x	Chisels
2x	Tirfors – complete with cables
2x	Lever Hoists
2x	Chain Blocks
2x	Endless Slings
2x	Belt Slings
2x	Cable Soft Slings
1x	B.K. Hook
2x	Two Part Pin Shackles 1x Bow, 1x D
2x	Three Part Safety Shackles 1x Bow, 1x D
3x	Bulldog Grips
1x	Snatch Block
1x	2x Pulley Block
1x	16mm Rope 20 metres
1x	Air Lift and Hose for dredging
6x	Lift Bags: • 2x > 100 kg • 2x > 200 kg • 1x > 1000 kg
1x	50m Air line & Air Lance for Lift Bag inflation

3x	60metre Shot Lines
3x	Down Lines
3x	Messenger Lines
3x	Running Shots

ANNEXURE 6

MINIMUM EQUIPMENT FOR CLASS II SCHOOLS

AMOUNT OF EQUIPMENT NEEDED	DESCRIPTION OF EQUIPMENT NEEDED
	All Equipment as required in annexure 4 and in addition thereto, the following:-
1 x	Two diver surface supply control panel with the following requirements 1x 2 diver communication box 1 x standby communication box 1 x pneumofathometer depth gauge per diver 1 x divers supply pressure per diver 1 x H.P. reducing regulator per diver 1 x L.P. supply per diver 1 x Safety relief valve per diver 1x non-return valve per diver on outlet 1x 02 analyser with Hi / Lo Alarms and flow metre 1 x Voice recording device
3x	200 metre long umbilicals
	Of the range of umbilicals required two are to have hot water CCTV and hat light
2x	Hydraulic Tools 1 x Grinder, 1 x Drill, or two other common hydraulic tools
1x	Hydraulic Power Pack for tools with 2 x 50 metre hydraulic umbilicals
2 x	Pneumatic Tools 1 x grinder , 1 x drill, or two other common air tools
1x	U / W Bolt Gun
1x	LP Tool Compressor and Receiver Tank for Pneumatic Tools minimum 12 bar Working Pressure, One of the two used for diving air may be used if fitted with a in line lube pickup on the tool umbilical.
4x	Hot Water Diving Suits
1x	Diver Surface Water Heater Unit with temperature control and delivery pump to manifold outlet
1x	Diving Stage / Basket with Onboard Gas cylinders and Breathing Whips
1x	Type II Wet Bell with main umbilical and diver excursion umbilicals including: Minimum wet bell depth operation 10 metres, 20 recommended • Onboard gas • Bell internal valves / panels on bell • Internal CCTV camera and lights

	• Launch and recovery system which can be used for both the abovementioned stage / basket and wet bell which includes: • A main lifting winch rated for man riding • Clump weight • Guide wire system with Winch • Secondary Means of wet bell recovery to 3 metres below surface.
3x	60metre Shot Lines or longer
3x	60metre Down Lines or longer
3x	60metre Messenger Lines or longer
3x	20metre Running Shots or longer
1x	Twin Lock Deck Decompression Chamber to be used for Surd 02 dives on site as well as standby for DCS. Chamber requirement as per the Diving Regulations to be at the dive site and operational during class II training.
1x	Dive boat / vessel suitable for class II diving operations to be undertaking according to dive school program. May be hired / chartered or the same vessel used for class III if it is suitable for diving skills to be done on the vessel. The school may choose which training skills it will do from the vessel. Vessel to be registered with SAMSA as dive boat.
1x	DC Welding Machine, may be hired
1x	Underwater welding system comprising of knife switch or circuit breaker positive or negative, 20m cables, earth clamp and electric holder suitable for underwater use
1x	Underwater Welding Visor for type of helmet or mask being used.
1x	Underwater Cutting / Burning system such as BROCO comprising of knife switch or circuit breaker 2x 20m cables and O2 hose with cutting rod holder / torch and striker plate

ANNEXURE 7

MINIMUM EQUIPMENT FOR CLASS I SCHOOLS

AMOUNT OF EQUIPMENT NEEDED	DESCRIPTION OF EQUIPMENT NEEDED
	All Equipment as required in annexure 5 and in addition thereto, the following:-
	1x Complete 4-man or larger Saturation System comprising of:
1x	Acceptable Launch & Recovery System (A-Frame, Moon Pool) • A main lifting bell winch rated for man riding • Clump weight • Guide wire system with Winch • Secondary means of wet bell recovery to 3 metres below surface.
1x	Chamber system comprising of a main living chamber with medical lock and wet pot TUP chamber with TUP mating flange to closed bell.
1x	Two person (minimum) closed diving bell with main umbilical and minimum of two excursion umbilicals, 1 diver @ no less than 32 metres length, 1 bellman @ no less than 35 metre length. (Recommended: weight release system on bell).
1x	Environment Control Unit with emergency back up.
1x	Hot water Machine for bell and divers.
6 x	Hot water suits (various sizes)
1x	Closed bell and diver dive control panel complete as per IMCA 024
1x	Saturation chamber control panel complete as per IMCA 024
2x	Suitable Band Masks
3x	Suitable Helmets (Recommended: at least one reclaim helmet and reclaim system for at least one diver)
1x	standby diver umbilical with CCTV to reach bell at maximum training depth plus 38 metres
1x	Mixed gas dive control panel including unscrambler communication box.
1x	Standby Hot water machine
1x	Gas transfer Pump or compressor

	Oxygen Quads as required AODC 014
	Treatment Quads as required AODC 014
	Calibration Gas as required for oxygen and carbon dioxide analysers
	2% Quads as required AODC 014
	Rich mix Quads as required AODC 014

ANNEXURE 8

ANNUAL TRAINING ESTABLISHMENT APPROVAL COMPLIANCE CRITERIA

These are the minimum criteria required to attain or maintain approval as a Department of Labour training establishment

Date: _____ Diving School Name: _____ Inspected by: _____

The purpose of this inspection is to assess and audit:

a. Compliance with health and safety legislation
b. Practical implementation of diving projects
c. Standards of assessment
d. The material included with the application
e. Management of health and safety
f. Ability to conduct diver competency assessments
g. Compliance with applicable safety policy
h. Documentation of assessment

The inspection to which this report refers was conducted in _____ on the _____ day of _____, 20____

by Mr/ Ms _____ of the Department of Labour.

Also present were:

#	Requirement	Yes/ No	Comments	Complete, or Follow-up
1	Are the facilities suitable for the required standard of assessment and/ or training of candidates?			
2	Classrooms: seating, desks, lighting & ventilation			
3	Library, including books, videos, DVDs, periodicals, government regulations and appropriate DoL Standards			

4	Workshops: lighting, ventilation, equipment, safety			
5	Dive sites: See item # 33.			
6	Is the required equipment maintained in good working order, and is there a maintenance/ inspection log maintained for each piece of equipment?			
7	Does the Dive School ensure that all personal protective equipment is maintained in good working order			
8	Does the Dive School records the certificate of medical fitness for each trainee; does it meet DoL requirements?			
9	Does the Dive School ensure that all candidates can communicate with other students and instructors and perform basic mathematical calculations?			
10	Does the Dive School record the results of regular practical and written examinations?			
11	Does the Dive School record instances of counseling of trainees who are not maintaining adequate performance standards?			
12	Has the auditor reviewed and appropriate number of student records from more than one class?			
13	Does the Dive School maintain records showing the appropriate qualifications of instructors?			
14	Are all instructors appropriately qualified for either theoretical or practical instruction and do they have past practical work experience in the class of level teaching? (e.g. Class II & I require offshore experience)			
15	Have all instructors completed a recognized instructor-training programme?			
16	Does the Dive School record the qualifications of standby divers and when they were achieved?			
17	Does the Dive School complete and document hazard and risk assessments for all training locales, including shops and dive sites?			
18	Do Dive School records indicate the appropriate number of instructors at each dive site for each			

	practical training exercise?			
19	Can the Dive School demonstrate that a designated medical practitioner is on call during all practical dive-training exercises?			
20	Do the Dive School records indicate appropriate instructor/ student ratios during all practical dive-training exercises?			
21	Does the Dive School have a written health and safety policy showing management and responsibility assignments?			
22	Does the Dive School have arrangements to keep the health and safety policy up to date?			
23	Does the Dive School undertake and record diving-project-specific risk assessments?			
24	Is the Department of Labour accreditation certificate posted in a location readily visible to trainees and visitors?			
25	Are the instructors who currently conduct training those who were identified in the original accreditation application; if not, has permission to use other instructors in writing been granted in writing?			
26	Does the Dive School have a written strategy to ensure training reflects current DoL Standards?			
27	Does the Dive School have an operational plan and a contingency plan for each training and assessment exercise?			
28	Does the contingency plan include a separate risk assessment for each dive site and for each phase of training or assessment, taking into account the candidates' diving ability at that phase of training or assessment?			
29	Does the Dive School maintain a records of the assessments/ examinations completed in such a way that each candidate can clearly see at any time what has been achieved and what is left to achieve?			
30	Does each trainee's file include a diver's daily record, completed by each candidate and checked and signed off by the supervisor, after each day in which			

	diving takes place?			
31	Does the Dive School have a written policy concerning the right of a candidate to appeal an assessment decision? Is each trainee provided with a copy?			
32	Has the Dive School reported in writing to the DoL all incidents requiring hyperbaric or medical treatment within 30 days of their occurrence?			
33	Does the Dive School have an adequate system in place to ensure that trainees have been assessed for each of the skills and knowledge described in the DoL training standard?			
34	Does the Dive School have plans of the dive sites/ platforms to be used, including water depths, tidal conditions, access and egress to the water, and any in-water or bottom feathers that might be a hazard to the diver and does DoL have these dive training sites on record?			
35	Does the Dive School maintain documented emergency arrangements for each dive site, including the emergency communication system and transportation in an emergency?			
36	Does the Dive School ensure that students have conducted the required underwater exercises to a satisfactory level?			
37	Does the Dive School have all the necessary equipment as required for each class and described in the previous annexures?			
38	Has the auditor personally viewed each piece of equipment listed in the previous point?			
39	Is an equipment register kept which contains all tests and inspection certificates for all machinery and equipment that forms part of the diving system?			
40	Does the equipment register also contain other relevant information (such as repairs and alterations which may have been carried out) and a history of major equipment failures?			
41	Does the equipment register also contain all			

	maintenance schedules and records?			
42	Does the Dive School ensure that each candidate is trained in administering Oxygen?			
43	Do student records include a record of all dives, including depth, bottom time, decompression and duration?			
44	Does each student maintain a personal log of all dives and is he aware of the training depths and bottom times?			
45	Do trainees and trainers wear personal protective equipment on the dive site?			
46	Are gas cylinders appropriately fastened in place on the dive site or in the workshop?			
47	Do the dive sites and other work sites provide clear footing for personnel?			
48	Are all engine exhausts appropriately distanced from air compressor intakes?			
49	Do all pieces of equipment have appropriate inspection certificates on file?			
50	Are maintenance logs maintained for all diving helmets?			
51	Are air purity certificates up to date?			
52	Are there any audit reports from other agencies available for review?			

Note: Make notes about who were interviewed, sites visited, files reviewed, etc.