



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

COMDTMIDNINST 1710.13
10 January 1985

COMDTMIDNINST 1710.13

From: Commandant of Midshipmen

Subj: USNA Scuba Club Standard Operating Procedures

Ref: (a) USNA Scuba Club Constitution dtd 10 April 1984
(b) COMDTMIDNINST 1747.5R
(c) Sport Diving Procedure Manuals (N.A.S.D.S., N.A.U.I., P.A.D.I., S.S.I., Y.M.C.A.)

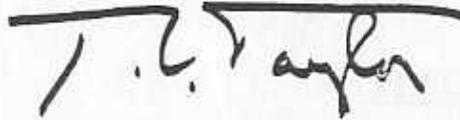
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(O) Sample Scuba Club Equipment Checkout Sheet
(P) Contract Information

1. Purpose. To promulgate instructions concerning responsibilities, safety, and standard procedures for all Scuba diving activities of the USNA Scuba Club.
2. Objective. To provide the highest degree of professional training to midshipmen at the United States Naval Academy in recreational Scuba diving. This instruction will establish safety policy, standardize procedures, and delineate operational responsibilities for the USNA Scuba Club. This instruction will also provide a guideline for those midshipmen to further their diving education following basic certification through either advanced training, recreational club-sponsored dives, or individual diving.

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3. Action. Midshipmen and officers belonging to or supporting USNA Scuba Club diving activities will conduct diving operations in accordance with these instructions. Midshipmen conducting diving on their own are encouraged to follow these procedures.



T. L. TAYLOR
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Distribution:

Comdt (1)
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Mao (1)
Scuba Club (5)
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Individual Responsibilities

All responsibilities discussed below are currently utilized by the USNA Scuba Club. The specific tasks assigned to each position may be modified as required or deleted completely. One person may hold more than one of these positions simultaneously, should sufficient people be unavailable. The descriptions following each position list the present operational responsibilities of that position. If the position also includes an administrative function, such is delineated within the USNA Scuba Club Constitution, reference (a).

1. Officer Representative - will be a commissioned officer in the naval service appointed by the Commandant of Midshipmen to oversee the operation of the USNA Scuba Club. He will also ensure that all rules, regulations, and instructions pertaining to the Club are being adhered to. Preferably, he shall be a certified sport Scuba diver himself.

2. President USNA Scuba Club - will be elected according to the bylaws of USNA Scuba Club Constitution and will assume overall responsibility for the safe and efficient operation of the Scuba Club Diving Training. In addition to this responsibility, his duties will include the following:

a. Function as the head of the USNA Scuba Club and be responsible to the Commandant of Midshipmen for procurement, custody, issue, repair, preventive maintenance, training, and proper use of all diving equipment. He will ensure that maintenance records are maintained.

b. Ensure that all diving equipment is maintained in a high state of readiness.

c. Ensure that all Club diving personnel are given periodic refresher lectures in the medical and physiological aspects of diving, use of equipment, diving tables, and practical water refresher training.

d. Ensure that all members are familiar with the general diving procedures and applicable instructions.

e. Ensure that an adequate number of personnel are qualified as diving supervisors.

f. Formulate and submit budgetary requirements for the maintenance and operation of the Scuba Club, and approve expenditures of funds allocated in accordance with reference (b).

3. Diving Supervisor - will be a midshipman, or contracted civilian instructor, who is thoroughly familiar with the diving equipment, conditions, safety precautions, and difficulties inherent in diving operations. He will remain topside, on scene, while divers are in the water pursuant to the guidelines for a divemaster in discussed reference (c). He will be the equivalent of a certified PADI Divemaster or better. His duties will also include the following:

- a. He shall be the man in charge of the actual diving operation and no diving operations will be conducted without his presence.
- b. Coordinate and plan all aspects of the diving operation and ensure proper clearance is obtained from higher authority.
- c. Conduct a proper dive briefing as delineated in reference (c).
- d. Check the general and specific safety precautions pertaining to the operation.
- e. Supervise the set-up and preparation of all diving equipment and ensure midshipmen utilize proper pre-post dive procedures.
- f. Ensure that a log of bottom times and dive pairs are recorded and maintained.
- g. Be responsible for advising the Task Organization Commander (TOC) of matters pertaining to the planning, execution, and safety of the dive.
- h. Be the single point of contact during any diving emergency between the TOC and the divers. This avoids the confusion of conflicting orders and ensures safety.
- i. Supervise post-dive cleaning and storage.
- j. Know the location and operational condition of the nearest recompression chamber and ensure that arrangements have been made for expeditious transportation of any diving casualties and for contacting a diving medical officer.
- k. Ensure that all his qualifications as a diving supervisor remain current.
- l. Delegate and utilize one or more assistant diving supervisors to properly supervise all aspects of the dive when a large number of divers or more than one entry location prevents the diving supervisor from adequately fulfilling his duties.
- m. Ensure that under no circumstances will a diver be allowed to enter the water without all required equipment, with equipment worn improperly, or if the diving supervisor feels the diver is not sufficiently qualified to safely conduct the dive.
- n. Assume full responsibility for diving safety. Due to the critical nature of safety, his word shall be final.

4. Assistant Diving Supervisor- when utilized, will have the following qualifications, duties, and responsibilities:

- a. Be a qualified divemaster, or hold an advanced Scuba certification and be working on divemaster and be under the supervision of a qualified divemaster, and be designated as an Assistant Diving Supervisor by the Officer Representative on the recommendation of the Diving Supervisor.

b. Perform the functions of a diving supervisor for pre-dive, post-dive, and during the diving operation as directed by the diving supervisor.

5. Task Organization Commander (TOC) - will be a commissioned naval officer. The man in charge of the actual diving operation is the diving supervisor. This does not preclude the TOC from relieving the diving supervisor of his duties if he is himself a diving supervisor or if he finds it necessary to assign another qualified diving supervisor. The intent is that the TOC be free to supervise the overall operational aspects of the evolution and that the divers receive commands and direction from only one individual (the diving supervisor) in order to avoid confusion.

6. Standby/Safety Diver - when required by reference (c), shall perform the functions listed below. He must be a fully qualified diver, preferably of an advanced level, and be familiar with all aspects of the dive. He is assigned to provide emergency assistance to divers and to assist the diving supervisor as directed. He shall:

a. Attend the entire dive or operation briefing.

b. Be knowledgeable concerning rescue procedures.

c. Be positioned on the diving platform wearing suitable Scuba equipment (as indicated by reference (c) to allow timely water entry - the actual equipment will be at the discretion of the divemaster.

7. Diver - will be an individual qualified for the type of diving to be conducted. Basic qualification and other requirements are delineated in reference (c). The specific duties of the diver are as follows:

a. Be physically and mentally prepared for each dive.

b. Have personal equipment ready for the dive.

c. Properly set up Scuba equipment requesting assistance when in doubt concerning procedure and utilizing appropriate pre/post diving procedures of reference (c).

d. Promptly obey all diving signals and instructions received from the diving supervisor.

e. Attend the entire dive brief asking questions, if necessary, in order to clarify or more fully understand the material presented.

f. Report malfunction of or damage to the equipment to the diving supervisor immediately.

g. Observe the buddy system as outlined in reference (c).

h. Observe safety precautions at all times.

8. Vice-President - will assist the president in any manner necessary for the proper functioning of the USNA Scuba Club or as requested by the president relevant to the Club. When the president is unable to function, he will assume the operational responsibilities of the president.

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9. Secretary - will perform administrative tasks outlined in the Constitution and administer Scuba Club excusal lists. This function consists of the following:

a. Obtain authorization for students and midshipmen assistant instructors to be excused from normal routine so that they may attend Scuba lessons in the pool.

b. Excusal lists must be routed, via the Scuba Club Officer Representative, to the Movement Office at least three days prior to the pool lesson.

c. Maintain Computer Files

i) Maintain a separate computer file for each night of pool instruction listing those midshipmen attending on that particular night.

ii) Maintain a list of midshipmen who have been invited to take Scuba lessons but, due to conflicting responsibilities, have opted to defer taking the class to a later date.

iii) Maintain two lists of the active members of the Scuba Club executives. One, a list of the club officers, and the other a list of those members who help at the pool lessons and must therefore be on the excusal list.

iv) These lists must be updated weekly as they are used as the excusal lists. Anyone who does not meet reference (a) standards must be withdrawn from the lists.

10. Movement and Scheduling Officer - will be operationally responsible for promulgating movement orders, dates, dive sites, etc., and coordinating the movement to include such details as lodging, food, and transportation. Movement order chits shall be sent to the Movement and Scheduling Officer after approval by Company Officers for further routing.

11. Safety Officer - will be responsible to ensure that all operational aspects of the Club activities are conducted in a safe manner. This is to include the pool training sessions, dive planning and execution, stowage of gear such as tanks, proper upkeep and maintenance of such items as tanks and regulators, environmental health of the Scuba Club spaces, and the safe operation of the compressor. In addition, the Safety Officer is directly responsible for carrying out safety stand-downs as required. Any discrepancies and violations concerning safety shall be brought to the immediate attention of the USNA Scuba Club President.

12. Treasurer - shall be operationally responsible for the following Scuba Club functions:

a. Providing a mechanism for club members to purchase Scuba equipment and administer such a system as required.

b. Keeping track of the number of students who have paid for the course during the beginning of each class, and informing the president in case of insufficient payments to cover instruction fees.

c. Depositing funds with Midshipmen Welfare Fund and withdrawing money to pay bills as necessary.

13. First Lieutenant - shall ensure the proper maintenance, cleanliness, and use of all equipment and spaces for which the Scuba Club is responsible. In addition to his administrative record keeping responsibilities, he shall assure that required maintenance of equipment (e.g., compressor, regulators, tanks) is performed on a regular and adequate basis. He shall perform personal inspections to ensure all required action is indeed being performed. The First Lieutenant will ensure proper equipment check-out procedures are followed.

14. Training Officer - shall be in charge of all training functions of the USNA Scuba Club under direction of the President. He shall work closely with the assistant instructors and shall cooperate with the Safety Officer in the continual improvement of the Club training and safety. In addition to those tasks, the Training Officer shall perform the following duties:

- a. Organize assistant instructor assignments for pool nights.
- b. Oversee dives during classes
- c. Oversee safety stand-down with the Safety Officer

15. Assistant Instructors - shall be qualified midshipmen divers who are interested in helping teach Scuba to fellow midshipmen. A minimum certification level of Basic Diver from S.S.I., N.A.S.D.S., P.A.D.I., N.A.U.I., or P.M.C.A shall be required. Preferably, assistant instructors shall hold higher levels of certification or take advantage of all opportunities to attain such a qualification. Assistant Instructors shall be excused from normal routine during the nights they assist teaching at the pool. However, should the Training Officer feel that an assistant instructor is ineffective or incompetent, he may recommend to the civilian instructor that the midshipman assistant instructor be so informed or properly redirected. Midshipmen assistant instructors are invaluable to the proper functioning of the Club and shall be treated with due respect by all members of the Club and students.

USNA SCUBA CLUB SUPPLEMENTAL DIVING PROCEDURES

1. The general diving procedures delineated in reference (c) shall be followed in all matters concerning the physical process of Scuba diving. These instructions shall supplement reference (c) where indicated, but shall not interfere with or replace reference (c). The U. S. Navy Diving Manual is not applicable for recreational diving and will not be utilized by the USNA Scuba Club.

2. Recreational diving utilizing Scuba, under the auspices of the USNA Scuba Club, is authorized only for N.A.U.I., Y.M.C.A., P.A.D.I., N.A.S.D.S., or S.S.I. qualified divers attached to USNA and on a USNA Scuba Club movement order. All other dives will not be considered an official function of the USNA Scuba Club, but organizers are encouraged to follow these procedures. Equipment will be checked out for sport diving evolutions, either for club sanctioned or other midshipmen dives, through the USNA Scuba Club First Lieutenant. Each midshipman involved with sign for all equipment issued to him, be responsible and liable for its care and proper use, and ensure that the following procedures and safety precautions are adhered to:

a. A diving supervisor is required for all diving operations or any other operation where diving is anticipated. Specific duties of the diving supervisor are detailed hereafter.

b. Every dive will be preceded by a dive brief to be attended by all personnel involved in the dive as a diver or in a support role. The brief will be conducted by the diving supervisor in accordance with reference (c).

c. All divers must be capable of properly setting up their own diving equipment.

d. It is mandatory that each diver follow the pre/post dive procedures of reference (c) for setting up his Scuba equipment.

e. Required and recommended equipment lists may be found in reference (c).

f. When either member of a dive pair has less than 500 p.s.i air remaining in his tank, that pair should immediately surface and return directly to the dive platform or starting area.

g. The utilization of good diving procedures including the buddy system is mandatory.

h. All divers shall use the minimum safety equipment prescribed and shall maintain a dive log.

i. Recreational diving, as well as Club sponsored dives, should be planned and organized meticulously. Refresher dives are required before Club dives if the persons involved have not dived within two months.

j. To cope with any diving emergency that may occur, it is highly recommended that the following emergency equipment and information is available:

- 1) Fully charged standby Scuba tank
- 2) First aid kit with oxygen resuscitator and other equipment recommended by divemaster or diving supervisor
- 3) Knowledge of first aid, CPR, and lifesaving
- 4) Awareness of local emergency radio channels, telephone numbers, and location of such
- 5) Awareness of any special conditions of divers meriting attention or precaution
- 6) Knowledge of the telephone number of the nearest recompression chamber.
- 7) Prepared emergency procedures information sheet

k. It is highly desirable to have a safety boat in the vicinity of the divers in open water if available.

l. The divemaster (or senior diver if no divemaster) will be responsible for all divers.

m. In the event of a diving accident involving midshipmen, any midshipman on the dive will notify the USNA duty officer immediately as to the fact.

TRAINING GUIDELINES

The main function of the USNA Scuba Club is to train interested midshipmen in Scuba diving by providing low cost, readily accessible basic Scuba certification. Further training will be encouraged if within the means of the club. Qualification requirements will be in accordance with standard sport diving guidelines.

1. All divers will be encouraged to obtain an openwater certification which will be offered in conjunction with the basic qualification on a regular basis. This will assure USNA Scuba Club a high initial level of proficiency in certified divers and enhance all aspects of the sport including diver enjoyment, confidence, and safety.

2. Advanced training including Advanced Openwater, Divemasters, Assistant Instructor, Instructor, and diving specialties (e.g., Wreck, Ice, Salvage, etc.) will also be encouraged. Courses such as these will be offered if possible and feasible.

3. USNA Scuba Club sponsored dives will be conducted regularly to provide a means to complete necessary qualification dives and, when possible, allow organized recreational dives to previously qualified midshipmen.

4. The USNA Scuba Club will offer officer courses for interested officers stationed at the U. S. Naval Academy to assure a source of qualified officers to oversee club sponsored dives requiring movement orders. These courses will be offered at a substantially reduced price in return for the officer's agreement to act as Task Organization Commander of a specified number of movement orders. These courses will also be for the purpose of increasing officer awareness of the function of the club and to promote better relations among those involved.

SAFETY STAND-DOWN PROCEDURES

The purpose of the safety stand-down is three fold: (1) To ensure training procedures are conducted in a safe manner and in accordance with the present certifying standard of an agency (such as P.A.D.I., N.A.U.I., etc.), (2) To assure that dive procedures are conducted in a safe manner, and (3) to determine that club equipment and spaces are safe.

The safety stand-down is the responsibility of the Club Safety Officer. To assist him, the Safety Officer may elect to create a Safety Committee. The size and responsibilities of the Safety Committee shall be up to the Safety Officer and the Scuba Club President.

At least one month prior to the safety stand-down, the Safety Officer will alert the Officer Representative, Executive Committee, and assistant instructors in writing of the upcoming safety stand-down. The safety stand-down shall be conducted at least once a year, more if deemed necessary by the Safety Officer.

With the assistance of the Training Officer, training procedures will be compared to the certifying agency standards. Any procedure not within these standards will be noted and corrected as necessary. Records of certified divers will be spot-checked to assure they are correct, complete, and up to date.

With the assistance of the First Lieutenant, the club equipment will be inspected to ensure that it is all in proper working order. Equipment records will be reviewed to check that all equipment has been inspected and maintained properly. Club spaces will also be inspected to assure they are neat, orderly, and safe. Any equipment, records, or spaces not up to standards will be noted and corrected as necessary.

With the assistance of the Training Officer, recreational dive procedures will be reviewed to ensure: all divers are current before the dive, a pre-dive safety lecture is given, and that methods used are within prescribed standards. Problem areas will be noted and corrected as necessary.

The Safety Officer may conduct other safety reviews and inspections at his discretion.

Upon completion of the safety stand-down, the Safety Officer will prepare an after action report for the Officer Representative, Executive Committee, and the Director of Professional Development.

USNA SCUBA CLUB EQUIPMENT CHECK-OUT PROCEDURES AND POLICY

The basic check-out policy consists of three major parts; the check-out form (as attached), the check-out log, and the equipment to be checked out.

1. Check-Out Form - will be a two-sheet form; white and yellow. The layout of the form is as in Appendix (O). Filling out the form is self-explanatory. The form must be signed by the client and initialed by the principle. The original (white copy) will be kept by the Club while the copy (yellow paper) will be kept by the client. The white copies will be filed alphabetically by the clients' last names. Date due, borrower's name and company, gear borrowed, and receipt number will be logged in the check-out log.

2. Check-Out Log will consist of a book in which borrower's name, company, and alpha code, date borrowed, and date due will be logged.

3. Equipment - will be all available club-owned gear that, upon visual inspection, is determined to be in a safe condition.

General Procedures

1. Check-outs will be on a first come, first served basis.

2. Scuba officers will verify that borrowers are certified and in a condition to dive safely.

3. One set of gear will be checked out to each person (THERE WILL BE NO MORE THAN ONE (1) OF EACH PIECE OF EQUIPMENT PER FORM).

4. The officer checking out gear will visually inspect each piece of equipment to ensure that it is in safe operating condition.

5. If any gear is returned damaged, or is lost, an estimate of the cost of repair or replacement will be obtained from a certified repair facility and the cost of repair or replacement will be paid by the borrower.

6. If the borrower does not return gear within five (5) days of the due date, appropriate action will be taken to re-obtain said gear.

7. All damaged or lost equipment will be reported to the Scuba Club First Lieutenant.

8. The check-out time will normally be on Fridays following Scuba class.

9. The length of the lending period will be at the discretion of the Executive Committee.

10. The First Lieutenant is ultimately responsible for the check-out procedure.

11. Any Scuba Club officer may check gear out when so designated by the First Lieutenant. It is up to that officer that all correct procedures delineated herein are followed.



General Diving Course Standards and Procedures

1. These general standards are minimum requirements that apply to all levels of PADI certification.
2. The minimum age for each certification level is to be reached by the closing date of the course.
3. Each student is to complete and sign a medical history statement at the beginning of training. If the form indicates any condition contrary to safe participation in diving activities, the student is required to secure medical approval by a licensed physician based on a diving medical examination prior to any water training involving use of compressed air.
4. Students in a PADI course are to learn all subject matter and water skills outlined for the respective course in this manual. The PADI Safe Diving Practices are to be reviewed with students as part of every scuba diving course conducted, regardless of the level of training.
5. Students are to satisfactorily complete the skills for each particular training session before being allowed to proceed to the next training session. This includes a certain competency level and safety standard to maintain control.
6. Instructor control:
 - a. A PADI (Teaching status) Instructor is to be present and in control during any and all diving course activities, however, a PADI Assistant Instructor may independently conduct Skin Diving courses and skin diving (non-scuba) training portions of scuba courses.
 - b. A PADI Instructor or certified Assistant is to be in the water with students during all pool or confined open water training activities involving underwater use of scuba. Confined open water is any body of water offering swimming pool-like conditions with respect to clarity, calmness, and depth.
 - c. During all Open Water Training Dives requiring student skill evaluations (Basic Diver, Open Water Diver, Rescue Diver, Divemaster and Assistant Instructor), a PADI Instructor (Teaching status) is to be in the water, personally conducting the students' skill evaluation portion of the dives. During all other training dives (Advanced Open Water and all specialties), students should be accompanied by an Instructor or qualified assistant.
 - d. A certified assistant may independently guide

students on underwater tours in the training area after the students have satisfactorily completed the skill evaluations for the dive with a certified PADI Instructor. The ratios for the guiding of students by certified assistants are two students per certified assistant for the first open water scuba training dive and up to four students per certified assistant on any subsequent scuba training dives. These ratios apply to very favorable conditions only. Rough, turbid, or very cold water requires reduced ratios for student safety.

Basic Scuba Diver students may dive independently by teams only after satisfactory completion of all open water training requirements for the Basic Scuba Diver rating and only if each student is equipped with an alternate source of air. During PADI Open Water Training Dives Three, Four, or Five, students may be released after satisfactory completion of skill evaluations by the instructor for independent diving by teams for the remainder of each dive in order to gain underwater experience.

A qualified PADI (Teaching status) Instructor must be present and oversee all underwater tours and student diving activities.

- e. A certified assistant is defined as a current, active certified PADI Instructor, PADI Assistant Instructor, PADI Divemaster, or PADI Provisional Instructor. No others qualify. The use of certified assistants is recommended for all water training activities.
 - f. A Safety Assistant is defined as a certified PADI Advanced Open Water Diver (or equivalent), certified as a PADI Rescue Diver. Safety Assistants may independently guide under water, only those divers who have completed all requirements for PADI Basic Scuba Diver or higher certification. Safety Assistants must be 18 years of age and cannot be used to meet the requirements for student-to-instructor ratios.
7. Student-to-Instructor ratios:
 - a. Classroom: The maximum ratio for lecture and classroom sessions is limited only by instructor control.
 - b. Water skills (pool or confined water and open water):
 - (1) Scuba training: The maximum in-water



ratio for scuba training is ten students per certified PADI (Teaching status) Instructor, with a certified assistant required for each four additional students.

(2) Skin Diving training: Up to 16 skin diving students per PADI Instructor or PADI Assistant Instructor may participate in water skill training, with a certified assistant required for each four additional students.

(3) Reasonable water space, adequate equipment, and direct supervision are required for all students in water skill training.

(4) These ratios apply to very favorable conditions only. Rough, turbid, or very cold water requires reduced ratios for student safety.

8. Open water training:

- a. Prior to participation in open water scuba training activities, students are to demonstrate in confined water, reasonable aquatic ability without the use of equipment. The demonstration may include, but is not limited to floating, treading, bobbing, and swimming. No distances or times are specified, but the instructor is to ensure that students can comfortably maintain themselves in at least eight feet of water.
- b. Open water is defined as any body of water considerably larger than a swimming pool which can expose students to an environment similar to that experienced by divers within the local area.
- c. Water skill training sessions may be conducted in a pool or confined open water area. Shallow water is required during initial training phases. When water skill training sessions are conducted in open water, the confined water skill sessions are to be separated from the open water training dives.
- d. The minimum depth for open water training dives is 15 feet with 20 feet recommended. The maximum depth for open water training dives is not to be in excess of that specified for a particular certification level as follows: Basic Scuba Diver - 40 feet; Open Water Diver - 60 feet; Advanced Open Water Diver, Divemaster, and Specialty Diver - 130 feet. At no time shall any dive be conducted in excess of 130 feet or exceed the no-decompression limits as identified on the PADI Dive Tables.
- e. Open water training dives through the Open Water Diver level are to be conducted only dur-

ing daylight hours.

- f. Open water training dives for certification requirements are not to be conducted in caves, caverns, under ice, or in any situation where direct vertical access to the surface is not possible. The requirement does not apply to Ice, Cavern, or Wreck Diving Specialty courses, or to special orientation dives after a diver has been certified.

g. For open water scuba training, each student is to be equipped with all minimum equipment appropriate for local diving conditions, including buoyancy control device and adequate exposure protection. For any level of scuba training, each student is required to have and use a submersible pressure gauge.

h. Three-hour periods are recommended for each open water training session, with equal time allotted for in-water and out-of-water instruction activities.

- i. For the purposes of training, an open water dive is defined as a dive during which a diver breathes at least 50 cubic feet of compressed air with the majority of the time spent at a depth of at least 20 feet or remains submerged for at least 20 minutes with the majority of the time spent at a depth of at least 20 feet.

9. If the instructor or instructors providing academic and confined water training cannot conduct the required open water training for certification, arrangements are to be made for another PADI (Teaching status) Instructor to conduct the training. See the Referred Student procedures.

10. Prior to open water training, a student is to demonstrate adequate knowledge of diving. A record of the examination (may be oral or written) used to demonstrate the knowledge is to be maintained.

11. All PADI courses are to include information on the importance of logging dives and the procedures used. Students are to actually log dives in approved log books during each course.

12. If a course is advertised as a PADI-sanctioned diver training course, the instructor is required to issue PADI certification to all students satisfactorily completing the course.

13. Temporary or permanent certification cards obtained from PADI are to be issued to students within seven days following satisfactory completion of certification requirements. A certification card is to be issued only to the person being certified. A certification authorization is to be submitted to PADI Headquarter

ters within seven days thereafter unless delay is caused by the student. PADI temporary cards and certification authorizations are to be signed individually and personally by an instructor conducting the open water training and are not to be signed in advance. Signature stamps or secretarial signatures are unacceptable. Records of completion of training for each student certified are to be maintained.

14. A person must be registered with PADI Headquarters in order to be certified as a PADI diver for a particular rating.

15. Instructors may withhold certification of students who have not met the standard requirements for certification. Certification cannot be withheld, however, as a means of settling disputes regarding personal differences.

16. For all levels of certification beyond Open Water Diver, the instructor is required to screen and evaluate all students to insure they possess the necessary knowledge and skills to dive safely.

17. The number of dives required for any certification level is in addition to the number of dives required for a previous certification level with the exception of the Open Water Diver rating, in which the training dives for Basic Scuba Diver may be counted.

18. All PADI Standards are subject to exceptions, depending upon, among other things, the facts and circumstances of a particular situation. Examples include local conditions, the local environment, and the physical, mental, and emotional characteristics of students. Before any exceptions to the Standards may be implemented, however, a waiver to deviate from the published Standard must be approved in advance and in writing by PADI. Waivers are discouraged and are granted only for exceptional circumstances and only when the waived requirement will not jeopardize the development of essential skills or the safety of students in training. Waivers granted

remain valid only for one year from date of issuance or until superseded by a Standards revision pertaining to the requirement, whichever occurs first.

19. PADI-sanctioned courses are subject to evaluation for quality assurance. Methods of evaluation are determined by the Executive Committee. Failure to respond to a complaint inquiry will result in suspension of membership until the matter has been resolved.

20. The PADI name and logo may be used by members for advertising purposes, however, its use is subject to approval by the PADI Executive Committee. In instances where use of the PADI name and logo is considered harmful to the best interests of the Professional Association of Diving Instructors, its members, or the general public, its use may be ordered by the Executive Committee to be discontinued in order to preserve the integrity of the association and the PADI name and logo.

21. PADI policies concerning training and certification of the disabled are as follows:

- a. A person with a disability may participate in scuba training activities after approval has been obtained from a licensed physician and the diving instructor.
- b. A disability is defined as a physical impairment that interferes with an individual's ability to perform according to behavioral expectations.
- c. A disabled individual may be certified as a diver provided the individual can satisfactorily fulfill all standard requirements for the particular level of certification.
- d. If a person is unable to fulfill the standard requirements for certification, that person may still participate in diver training, provided the stipulations of item "a." have been met.



PADI DIVE ROSTER

Date _____ Assistant(s) _____ Level of Training _____
 Dive Site _____ Temp Air _____ Water _____
 Training Objective _____ Depth Avg _____ Max _____
 Instructor(s) _____ Visibility Avg _____ Max _____
 Weather _____

TEAM	DIVER NUMBER	NAME	TIME IN	TIME OUT	DEPTH	TIME IN	TIME OUT	DEPTH	TIME IN	TIME OUT	DEPTH
A											
B											
C											
D											
E											
F											
G											
H											
I											
J											
K											
L											
M											
N											

Emergency Phone Numbers:
 Fire Department _____ Hospital _____ Chamber _____
 Coast Guard _____ Police _____ Other _____
 Additional information: _____

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PADI DIVE PLANNING CHECKLIST

Advance Planning:

- _____ Dive Buddy(s) _____
- _____ Date and time (check time tables) _____
- _____ Dive Objective _____
- _____ Location _____
- _____ Alternate Location(s) _____
- _____ Alternate Location(s) _____
- _____ Directions _____
- _____ Meeting place and time _____
- _____ Meeting place and time _____
- _____ Any special or extra gear needed _____
- _____ Pre-check of weather and water conditions _____

Pre-dive:

- | | |
|-------------------------------|--|
| _____ Tank(s) filled | _____ Equipment packed |
| _____ Equipment inspected | _____ Fishing license current |
| _____ Equipment marked (ID) | _____ Transportation arranged |
| _____ Spare parts inventoried | _____ Obtain info about new location |
| _____ weights adjusted | _____ Get local emergency contact info |

Last Minute:

- _____ Healthy, rested, nourished
- _____ Good, confident feeling about dive
- _____ Check weather and water conditions
- _____ Final inventory of all needed items
- _____ Leave dive plan info with someone not going (where you are going, expected time of return, what to do if you do not notify by agreed time)
- _____ Pack food, snacks, drinks
- _____ Be sure you have: _____ Ticket _____ Money _____ Medications _____ Directions
- _____ Swim Suit _____ Towel _____ Jacket _____ Sunglasses _____ Other _____

On-Site:

- _____ Evaluate conditions, decide whether or not to dive
- _____ Locate and check nearest communications (telephone, radio)
- _____ Select entry/exit points, alternates, methods
- _____ Discuss buddy system techniques
- _____ Agree on pattern or course for the dive
- _____ Agree on limits for the dive (depth, time, minimum air)
- _____ Agree on emergency procedures

Problems? Call _____ or _____



PADI EQUIPMENT INSPECTION CHECKLIST

Instructor check of students:

Work from head to toe. (Mask, snorkel, and fin adjustments should be made during Equipment Preparation.)

1. Air on (be sure valve is not just barely on), check tank pressure.
2. Reserve valve lever up (if used).
3. Primary regulator hose over right shoulder.
4. Regulators functioning properly (have student inhale and exhale through regulators).
5. Check height of tank. (Have student tilt head back.)
6. Buoyancy Compensator and hose clear of pack harness.
7. Backpack straps snug, even, untwisted.
8. Tank secure in pack, won't slip out.
9. Suit jacket zippered.
10. Buoyancy Compensator adjusted snugly (won't ride up).
11. Buoyancy Compensator inflator/deflator operational (partially inflate vest for entry).
12. Buoyancy Compensator Co. cartridge OK (if BC equipped with one).
13. Buoyancy Compensator waist release positioned on right side.
14. Backpack waist release positioned on left side.
15. Weight belt release positioned in center, opening to the right.
16. No excessive strap length.
17. Weights evenly distributed for balance.
18. Weight belt over all other straps and clear for ditching.
19. Suit jacket crotch flap fastened.
20. Knife on inside of leg.
21. Booties inside pants cuffs.

Student check (Pre-Dive Safety Drill with buddy):

- A. Facing each other, divers check:
 1. Buoyancy Compensator adjustment. (Pull upwards on buddy's BC)
 2. Buoyancy Compensator function.
 3. Weight belt is clear for ditching.
 4. Location and operation of buddy's equipment releases.
- B. One diver turns around and buddy checks:
 5. Air supply (on? pressure? reserve? regulators functioning?)
- C. Both divers turn around and other diver's air supply is checked by buddy.
- D. Each diver gets final overall inspection and OK from buddy (no twisted straps, trapped hoses, missing gear).



PADI OPEN WATER EQUIPMENT CHECKLIST

Basic Equipment:

_____ Gear Bag
 _____ Fins, Mask, Snorkel

Wet Suit:

_____ Jacket _____ Hood
 _____ Pants _____ Boots
 _____ Vest _____ Gloves
 _____ Weight Belt
 _____ Buoyancy Control Device
 _____ Tank (filled)
 _____ Backpack
 _____ Regulator (with SPG,
 Alternate Air Source,
 & Low Pressure Inflator)
 _____ Compass
 _____ Depth Gauge

Accessory Equipment:

_____ Float & Flag
 _____ Knife
 _____ Watch
 _____ Thermometer
 _____ Game Bag
 _____ Air Iron/Tool
 _____ Measuring Device
 _____ Dive Light
 _____ Slate and Pencil
 _____ Marker Buoy
 _____ Buddy Line
 _____ Camera, Film
 _____ Spear
 _____ Lift Bag

Personal Items:

_____ Swim Suit
 _____ Towel
 _____ Jacket
 _____ Extra Clothes
 _____ Fishing License
 _____ Tickets
 _____ Money
 _____ Certification Card
 _____ Log Book
 _____ Dive Tables
 _____ Sunglasses
 _____ Suntan Lotion
 _____ Medications
 _____ Toilet Articles
 _____ Lunch, Thermos
 _____ Cooler Chest
 _____ Fileting Knife
 _____ Eating Utensils
 _____ Sleeping Bag

Spare Equipment:

_____ Tanks _____ CO₂ Cartridges
 _____ Weights _____ Suit Cement
 _____ Straps _____ Regulator HP Plug
 _____ O-Rings _____ Bulbs, Batteries
 _____ Tools _____ Nylon Line

Instructional Equipment:

_____ Class Roster
 _____ Outline of Dive Exercises
 _____ Briefing/Debriefing Outlines
 _____ Clipboard
 _____ Dive Tables
 _____ Slates (cleaned, pencils sharp)
 _____ Small Blackboard (chalk & eraser)
 _____ Spare Parts Kit
 _____ Tool Kit
 _____ Binoculars
 _____ Identification (staff, students)
 _____ Extra Diving Equipment
 _____ Extra Weights (some with loop of line)
 _____ Surface Float(s) (anchors, line)
 _____ Dive Flag(s)
 _____ Buoys

Emergency Equipment:

_____ Emergency Phone Numbers
 _____ Dimes for phone calls
 _____ First Air Kit
 _____ Blanket
 _____ Drinking Water
 _____ Rescue Float
 _____ Oxygen
 _____ Blackboard
 _____ Recall Device
 (horn, whistle)
 _____ Emergency contact information for each diver in party.
 _____ Communications
 (telephone, radio)

BE SURE ALL EQUIPMENT IS MARKED!



PADI EMERGENCY PROCEDURES INFORMATION SHEET

Date _____ Exact Location _____

Emergency Phone Numbers:

Fire Department _____	Police _____
Coast Guard _____	Chamber _____
Hospital _____	Other _____
Nearest diving doctor _____	Phone _____

Nearest recompression chamber _____
 Chamber address _____
 Directions _____
 Emergency Radio Frequencies: 2182 KHZ, 156.8 MHZ Your call letters _____

Sample Emergency Information Card for Divers
 (Can be used as original for printing.)

(Front)

DIVER EMERGENCY INFORMATION CARD

Name _____ Birth Date _____

Address _____

In emergency contact _____

Address _____ Phone () _____

Medical Alert Info _____

Required Medications _____ Blood Type _____

Personal Physician _____ Phone () _____

In an emergency, I hereby authorize medical treatment and/or treatment in a recompression chamber.

Signature Date

Signature of parent or guardian if under age 18

(Back)

INFORMATION TO BE SENT WITH VICTIM IN AN EMERGENCY:

Background of accident _____

Symptoms observed _____

_____ Time _____

First Aid Given _____

_____ Time _____



PADI BOAT DIVING INFORMATION SHEET

Date of trip _____ Name of vessel _____
 Landing _____ City _____
 Directions _____
 Destination _____ Cost _____
 Departure time _____ Estimated return time _____

Items needed:

_____ Diving equipment	_____ Suntan lotion
_____ Gear bag	_____ Medication
_____ Extra tank	_____ Ticket
_____ Warm clothes	_____ Money
_____ Jacket	_____ Lunch, snacks
_____ Towel	_____ Drinks

Terminology:

Bow: Front end of the boat
 Stern: Rear end of the boat
 Port: Left side of the boat when facing bow
 Starboard: Right side of the boat when facing bow
 Bridge: Wheelhouse; vessel control area
 Leeward: The downwind side; sheltered side
 Windward: Side facing into the wind; windy side
 Galley: Kitchen
 Head: Restroom

Instructions:

1. Double check to be sure you have all required equipment and needed items.
2. Board vessel at least one half hour prior to departure time.
3. Ask crew where and how to stow your gear.
4. Place clothes, cameras, lunch and all items to be kept dry inside, and all diving equipment outside on the deck.
5. Wait in the stern area for pre-departure briefing.
6. Keep dockside rail clear during docking operations.
7. If susceptible to seasickness, take medication prior to departure.
8. If seasick, use the leeward side, not the head.
9. Learn toilet operation and rules before using head.
10. Stay off the bow during anchoring operations.
11. Work out of your gear bag. No loose gear on deck.
12. Check out and check in with the Divemaster for all dives.
13. Pack and stow all gear before return trip.
14. Be available for visual roll call before boat is moved.
15. Check to be sure nothing is left behind when disembarking.

Rules:

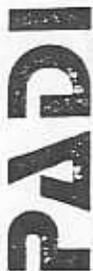
1. No trash or litter overboard. Use trash cans.
2. Bridge and engine room are off limits.
3. Do not sit on the rails when under way.
4. Follow the instructions of the crew.



DIVING ACCIDENT REPORT FORM

PROFESSIONAL ASSOCIATION OF DIVING INSTRUCTORS
1243 East Warner Avenue - Santa Ana, CA 92701

PLEASE COMPLETE
AND MAIL TO
PADI HEADQUARTERS
IMMEDIATELY



VICTIM INFORMATION

Name(s): _____
Address: _____ Street _____ City _____ County _____ State _____ Zip _____
Phone: () _____ Age: _____ Occupation: _____
Next of Kin: _____ Relation: _____ Phone: () _____ Contacted? Yes No

REPORTED BY

Name: _____ Involvement: _____
Address: _____ Street _____ City _____ County _____ State _____ Zip _____
Phone: () _____ or () _____ Police Report No. _____

CERTIFYING INSTRUCTOR

Name: _____
Address: _____ Street _____ City _____ County _____ State _____ Zip _____
Phone: () _____ PADI Instructor No.: _____ Other Certifying Agency: _____
Insurance? Yes No Policy No.: _____ Company: _____

VICTIM TRAINING AND EXPERIENCE

Certifying Agency: _____ Certification Date: _____ Certification Level: _____
Diving Experience: No experience Student Receiving instruction Certified Novice Occasional Novice Experienced Professional

LOCATION AND TIME OF ACCIDENT

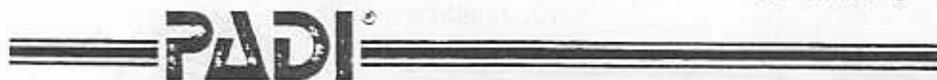
Date: _____ Time: _____ am _____ pm Boat Shore
Site: _____ City: _____ County: _____ State: _____

ACCIDENT CLASSIFICATION

Skin Diving Scuba Diving Pool Commercial Classroom Non-injury
Type of Accident: _____ Fatality Non-Fatality

Extent of Injury: _____ (Please Complete Reverse Side)

205-JUL79



Basic Scuba Diver Course Standards

The purpose of the Basic Scuba Diver course is to provide the student with the basic knowledge and skills to safely gain experience in the diving environment.

Note: A PADI Basic Scuba Diver has been qualified to dive only when the diver and his or her buddy are equipped with alternate air sources for loss-of-air situations. This limitation is prominently indicated on the PADI Basic Scuba Diver certification card.

The minimum age for Basic Scuba certification is 15. An instructor may train and certify students under age 15 using the Junior Scuba Diver certification.

The minimum age for Junior Scuba certification is established by competency. A Junior Scuba Diver is required to meet all requirements for Basic Scuba Diver certification other than age and must pass the standard PADI quizzes and final exam. The student's quiz and exam answer sheet is to be maintained as part of the student's record. A Junior Scuba Diver is qualified to dive only when accompanied by another certified diver who is an adult. PADI recommends the student be accompanied during training by older family members also taking the course.

Junior Scuba Divers may receive their Basic Scuba Diver certification upon reaching age 15 with no ad-

ditional requirements. See the Replacement Card Procedures.

Two open water scuba dives, encompassing the skills outlined in this manual for Open Water Training Session Numbers One and Two are required. These training dives are not to be conducted until the student has satisfactorily completed Module Three as outlined in these Standards. Introductory pleasure dives or snorkeling dives may be conducted at any time in the course at the instructor's discretion, but such dives may not be counted toward the certification requirements for open water training.

Both training dives may be conducted in one day, provided student safety is not jeopardized due to exposure or fatigue.

Closely supervised dives for experience and pleasure, not training, may also be conducted following training dive Number Two provided student safety is not jeopardized due to exposure or fatigue. The instructor conducting the training dives is also responsible for any pleasure dives offered after the training dives on a given day.

The maximum depth for the training of Basic Scuba Divers is not to exceed 40 feet.

The required subjects for the PADI Basic Scuba Diver course are as outlined in the Modular Lesson Guides section and the *PADI Diver Manual*.



Confined Water (Pool) Performance Requirements for Basic Scuba

During confined water training, a person being qualified for the PADI Basic Scuba Diver rating is required to:

1. Demonstrate all certification performance requirements for PADI Skin Diver certification, and
2. Demonstrate the following skills in confined shallow water using mask, snorkel, fins, gloves, buoyancy control device, weight belt, and scuba.
 - a. Independent operational assembly, donning, adjusting, use, and operational disassembly of all equipment used for local open water scuba diving.
 - b. Checking own equipment and equipment of another scuba diver for any malfunction or readjustment.
 - c. Safely entering and exiting the water independently using a variety of techniques appropriate for local diving situations, including boat diving.
 - d. Independently adjusting buoyancy by selection of weights to achieve neutral buoyancy at the surface.
 - e. Swimming comfortably at the surface while breathing through a snorkel and without using the hands and arms.
 - f. Inflating a buoyancy control device, both orally and with a low pressure inflator, at the surface and under water.
 - g. Resting motionless at the surface with the head above water supported only by a buoyancy control device.
 - h. Deflating a buoyancy control device completely at the surface and under water.
 - i. Remaining within 10 feet of a buddy diver continuously while at the surface and under water.
 - j. Alternating breathing between snorkel and regulator at the surface without lifting the face from the water.
 - k. Controlling the airway by not choking while breathing through a snorkel or regulator.
 - l. Using only buoyancy control, initiating a feet-first descent from the surface while neutrally weighted.
 - m. Descending without causing discomfort to body air spaces.
 - n. Controlling descent and being able to stop and hover in mid water at any time.
 - o. Compensating for changes in buoyancy to achieve neutral buoyancy under water.
 - p. Controlling lung volume for buoyancy adjustments under water (not breathholding).
 - q. Swimming proficiently with fins at the surface and under water using the flutter kick.
 - r. Controlling direction without use of the hands while swimming at the surface and under water.
 - s. Recovering a regulator hose from behind the shoulder while under water.
 - t. Clearing the regulator second stage while under water.
 - u. Completely removing, replacing, and clearing the mask of water while under water.
 - v. Swimming under water without a mask and without blocking the nostrils for at least 150 feet while breathing from scuba.
 - w. Sharing air with another diver under water in both stationary and swimming positions using only one regulator second stage for a period of at least two minutes as the donor of air and two minutes as the receiver of air without surfacing.
 - x. Sharing air with another diver under water in both stationary and swimming positions using an alternate air source for a period of at least two minutes as the donor of air and two minutes as the receiver of air without surfacing.
 - y. Breathing properly from a free-flowing regulator and following the proper procedures for a free-flow situation.
 - z. Quickly removing a weight belt clear of the body at the surface and under water.
 - (a.) Replacing and securing a weight belt at the surface and under water.
 - (b.) Removing and replacing a scuba unit both at the surface and under water.
 - (c.) Using a submersible pressure gauge to prevent depletion of the air supply below 300 psi while using scuba under water.
 - (d.) Safely ascending by swimming at a rate of approximately 60 feet per minute while looking up and around; one hand extended overhead.



- (e.) Maintaining near-neutral buoyancy during ascent.
- (f.) Pacing activity to prevent breathlessness in and under the water.
- (g.) Remembering to check the time or simulating checking the time immediately before every descent and immediately before every ascent.
- (h.) Correctly interpreting and responding to PADI standard scuba diving signals, including visual and audible signals, at the surface and under water.
- (i.) Safely performing a simulated emergency ascent as a scuba diver by swimming 50 feet horizontally under water while exhaling continuously.
- (j.) Depletion of air supply while under water.



Certification Performance Requirements for Basic Scuba

In order to be certified as a PADI Basic Scuba Diver, a person is required to:

1. Satisfactorily complete all confined water (pool) performance requirements as designated in these Standards.
2. Score satisfactorily on an examination of the fundamentals of scuba diving.
3. Satisfactorily complete PADI Open Water Training Sessions One and Two as outlined in these Standards, and demonstrating:
 - a. Descending comfortably and with control to a depth of 20 to 30 feet with no external descent aid, such as a line, except for visual reference. (Free descent with reference.)
 - b. Establishing neutral buoyancy both at the surface and under water by means of proper weighting and inflation of the BCD.
 - c. Recovery and clearing of the regulator.
 4. Completely flooding and then clearing the face mask at a depth of 20-30 feet. (Removal not required.)
 - d. Ascending safely from a depth of 20-30 feet while breathing from an alternate air source supplied by another diver.
 - e. Diving safely to depths of 20-30 feet.



Open Water Training Session Number 1



This is the student's first open water scuba dive and it is when a person finally becomes an actual scuba diver. Make this important transition as comfortable and enjoyable as possible. The goals of the dive, which the instructor should outline and emphasize, are to:

1. Experience the physical differences between the controlled learning environment and open water; such as temperature, visibility, and water movement, and to acclimate to these differences.
2. Become familiar with the actual diving environment. This includes an environmental orientation and information on how to evaluate diving conditions.
3. Make practical application of diving skills. Added emphasis and instruction should be placed on entry and exit techniques, buoyancy control, and descents.
4. Enjoy, build confidence, increase diving ability, develop judgment, and gain experience in open water.

After a briefing, students are to prepare, don, adjust, and check skin diving equipment; enter the water for acclimation; and practice only a few skills, including entries and exits, use of the buoyancy control device at the surface, surface resting, and a buoyancy check. This short acclimation period is to serve more as a transition from the pool environment to the open water environment than as a training experience.

Following the acclimation, the students exit the water, make any needed adjustments in weighting, don their scuba equipment, conduct the pre-dive safety drill, and re-enter the water.

Once in the water fully and properly equipped and properly weighted, the instructor is to have the students demonstrate the following skills: (order may be varied)

1. A controlled descent, using a descent line or the sloping contour of the bottom to provide control and reference.
2. Achieving and maintaining neutral buoyancy under water. (Low pressure BCD inflators should be used, but are not required equipment.)
3. Recovery and clearing of the regulator.
4. Clearing a mask which has been only partially flooded (below eye level).
5. Securing and breathing from an alternate air source supplied by another diver. This should be done in a stationary position on this dive.

Students should be permitted an acclimatization period of several minutes at depth prior to being required to perform skills 3 and 4.

Following satisfactory demonstration of the required skills, the students are to complete the dive with a tour for pleasure and experience. The students are to be guided by instructors, certified assistant instructors, assistant instructor trainees, or certified divemasters. The instructor conducting the training remains responsible for the class, however, and is to control, supervise, and oversee the tour.

After the dive and a debriefing, the students are to log the dive and should be required to clean and care for the equipment used. It is also recommended the students be required to figure their repetitive group to develop the habit of consulting the PADI Dive Tables when diving.



Open Water Training Session Number 2

This is the students' second open water dive. The goals of this dive, which the instructor should outline and emphasize, are to:

1. Further familiarize students with the actual diving environment.
2. Have the students begin to develop ascent procedures for a loss of air situation.
3. Further develop general required diving skills with exercises slightly more difficult than those of the first dive.
4. Have students enjoy themselves while building confidence in their diving ability, developing judgment, and gaining experience in open water.

Following the pre-dive briefing, students are to prepare, don and adjust their equipment, conduct the pre-dive safety drill, enter the water, and check buoyancy. The instructor is then to have each student satisfactorily complete the following skills: (order may be varied)

1. Free descent next to a visual reference to a depth of 20-30 feet.
2. Achieving and maintaining neutral buoyancy under water by means of oral inflation of the buoyancy control device.

3. Cleaning a mask which has been completely flooded.

4. An alternate air source assisted ascent (see below).

Following satisfactory demonstration of the required skills, except skill number four, the students are to dive for pleasure and experience. Whenever possible, the students should be guided by other instructors, certified assistant instructors, assistant instructor trainees, certified divemasters, or divemaster trainees who are at least 18 years of age and who have satisfactorily completed the first five open water training exercises of the Divemaster course. The instructor conducting the training remains responsible for the class, however, and is to control, supervise, and oversee the tour.

At the end of the tour, students are to ascend using an alternate air source provided by an instructor or certified assistant.

After the dive and a debriefing, the students are to log the dive and should be required to clean and care for the equipment used. It is also recommended the students be required to figure their repetitive group to develop the habit of consulting the PADI Dive Tables when diving.



Open Water Training Session Number 3

This is an open water skin dive, which is optional for the Skin Diver, Basic Scuba Diver, and Open Water Diver courses. It is recommended that this dive be conducted as part of the Open Water Diver course as the third open water training dive in all areas where skin diving is a common activity. The dive is also intended for use as an acclimitization for scuba training dives.

The goals of this skin dive, which the instructor should outline and emphasize, are to:

1. Make practical application of skills which are uniquely for skin diving.

2. Have students enjoy themselves while building confidence in their skin diving ability, developing judgment, and gaining experience in open water.

The following skills are recommended for the dive:

1. Surface dives
2. Breathhold dives (buddies alternate)
3. Snorkel clearing by the displacement method

After the dive, a debriefing should be conducted and the dive logged.

Following completion of the training dive, the students may skin dive independently by teams if they wish to gain additional experience.



Open Water Diver Course Standards

The PADI Open Water Diver course is the Basic Scuba Diver course with either four or five open water training dives versus two for Basic Scuba Diver. The additional supervised open water training significantly enhances the ability of the beginning diver and is strongly recommended.

A skin dive is recommended as one of the five open water training dives if skin diving is an activity common for the region. The skin dive is optional, however, and whether or not to include it as part of the course is at the discretion of the instructor. It is highly recommended that the skin dive be conducted no sooner than the third open water dive in the course, but it may be scheduled at any time in the course at the instructor's discretion.

A PADI Open Water Diver, while not limited to diving only when equipped with an alternate air source, is to be strongly encouraged to use this highly desirable equipment on all scuba dives.

The minimum age for Open Water Diver certification is 15. An instructor may train and certify students under age 15 with a Junior Open Water Diver certification.

The minimum age for Junior Open Water Diver certification is established by competency. A Junior Diver is required to meet all requirements for Open Water Diver certification other than age and must pass the standard PADI quizzes and final exam. The student's quiz and exam answer sheet is to be maintained as part of the student's record. A Junior Open Water Diver is qualified to dive only when accompanied by another certified diver who is an adult. PADI recommends the student be accompanied during training by older family members also taking the course.

Junior Open Water Divers may receive their Open Water Diver certification upon reaching age 15 with no additional requirements. See the Replacement Card Procedures.

Four open water scuba dives, encompassing the skills outlined in the manual for Open Water Training Sessions One, Two, Four, and Five are required. A skin dive, Open Water Dive Number Three, is also recommended. The skin dive and two scuba dives may be conducted on one day, provided student safety is not jeopardized due to exposure or fatigue. Training dive Numbers One and Two are not to be conducted until the student has satisfactorily completed Module Three as outlined in these standards. Training dive Numbers Four and Five are not to be conducted until the student has satisfactorily completed Module Five as outlined in these Standards. Introductory pleasure dives or snorkeling dives may be conducted at any time in the course at the instructor's discretion, but such dives may not be counted toward the certification requirements for open water training.

Not more than two open water scuba training dives are to be conducted in a single day. Closely supervised dives for experience and pleasure, not training, may also be conducted following training dive Numbers Two through Five provided student safety is not jeopardized due to exposure or fatigue. The instructor conducting the training dives is also responsible for any pleasure dives offered after the training dives on a given day.

The maximum depth for the training of Open Water Scuba Divers is not to exceed 60 feet.

Students certified as PADI Basic Scuba Divers may be certified as Open Water Divers after satisfactorily completing open water training dives Four and Five as outlined in these Standards. If the instructor is unfamiliar with the student, a review of the basic skills such as mask clearing, equipment handling, and buoyancy control during a separate open water dive is required before the additional training may be conducted for the Open Water Diver certification.



Certification Performance Requirements for Open Water Scuba Diver

In order to be certified as a PADI Open Water Diver, a person is required to:

1. Demonstrate all certification performance requirements for the PADI Basic Scuba Diver certification.
2. Satisfactorily complete PADI Open Water Training Dives Four and Five as outlined in these Standards, demonstrating:
 - a. Descending comfortably and with control to a depth of at least 20 feet with no external descent aid or reference. (Free descent without reference.)
 - b. Controlling buoyancy by hovering at a constant depth in mid-water for one minute without swimming.
 - c. Completely removing, replacing, and cleaning the mask at a depth of at least 20 feet.
 - d. Safely ascending from a depth of 20 to 30 feet while buddy breathing with another diver.
 - e. Performing a simulated, vertical, emergency swimming ascent from a depth of 20 to 30 feet with all equipment retained, air on, and the regulator in the mouth.
 - f. Effectively removing and replacing the scuba unit at the surface in water too deep to stand. The diver is to remain at the surface throughout the exercise.
 - g. Swimming in a straight line at the surface for approximately 50 yards, using a compass for reference without looking above the surface.
 - h. Swimming in a straight line under water for approximately 50 yards using a compass for reference. (25 kick cycles out and 25 kick cycles back.)
 - i. Following a compass heading for at least 50 yards under water to an exit area.
 - j. Proper use of the PADI Dive Tables for dive planning.
 - k. Diving safely to depths of up to 60 feet.



Open Water Training Session Number 4

This is the students' third open water scuba training dive. This dive may also be used as a *qualification* dive for enrollment in the Advanced Open Water training or Specialty training. The goals of the dive, which the instructor should outline and emphasize, are to:

1. Begin to develop basic navigational skills using a compass.
2. Further develop general required diving skills with slightly more difficult exercises in descending, buoyancy control, and emergency procedures.
3. Further familiarize students with the diving environment, using a different dive site than was used for previous training dives if possible.
4. Have students enjoy themselves while refining diving skills, learning to relax in and under the water, developing judgment, and increasing experience in open water.

Following the pre-dive briefing, students are to prepare, don, and adjust equipment. They then conduct the pre-dive safety drill, enter the water, and check weighting. Each student is to then satisfactorily complete the following skills: (order may be varied)

1. A 50-yard surface snorkel swim in a straight line keeping the head down and using a compass refer-

ence. Buddy maintains surface references and signals diver when to stop.

2. Free descent to a depth of 20 to 30 feet with no visual reference.
3. Clearing a mask which has been completely flooded.
4. Buddy breathing in a stationary position and while ascending from a depth of 20 to 30 feet.
5. Removal and replacement of the scuba unit at the surface in water which is too deep for standing.
6. Navigation under water to an exit point by means of a compass bearing taken at the surface.

Following the satisfactory demonstration of the required skills, students are to complete the dive for pleasure and experience. Whenever possible, the students should be guided by other instructors, certified assistant instructors, or certified divemasters. Divemaster trainees or assistant instructor trainees may also be used as guides on this dive.

After the dive and a debriefing, the students are to log the dive and should be required to clean and care for the equipment used. It is also recommended the students be required to figure their repetitive group to develop the habit of consulting the PADI Dive Tables when diving.



Open Water Training Session Number 5

This is the students' fourth open water scuba training dive and the final training dive of the Open Water Diver course. The dive should be conducted from a boat if possible to orient students to boat diving procedures and techniques. The goals of the dive, which the instructor should outline and emphasize, are to:

1. Have students gain experience safely under supervision, diving to an increased depth up to 60 feet.
2. Develop basic underwater navigational skills using a compass.
3. Have students enjoy themselves and increase their underwater experience in comfort and safety while demonstrating proficiency in general scuba diving skills, relaxation, and control in the water.

After the briefing and prior to the dive, each student should plan a no-decompression repetitive dive using a group designation assigned by the instructor. This is done for experience in dive planning even though no dive may have been made within the past 12 hours. Students are then to prepare, don, and adjust equipment; conduct the pre-dive safety drill; enter the water; and satisfactorily complete the following skills: (order may be varied)

1. Free descent with no reference to a depth up to 60 feet.
2. Swimming in a straight line under water for approximately 50 yards, using a compass for reference. (25 kick cycles out and 25 kick cycles back.)

3. Removal and replacement of the mask while under water.
4. Achieving neutral buoyancy under water and hovering in mid-water without swimming.
5. Controlled emergency swimming ascent from a depth of 20 to 30 feet. (See Note.)
6. Navigation under water to an exit point by means of a compass bearing taken at the surface.

Following satisfactory demonstration of the required skills, students are to complete the dive for pleasure and experience. Whenever possible, the students should be guided by other instructors, certified assistant instructors, certified divemasters, assistant instructor trainees, or divemaster trainees.

After the dive and a debriefing, the students are to log the dive and should be required to clean and care for the equipment used. It is also recommended the students be required to figure their repetitive group to develop the habit of consulting the PADI Dive Tables when diving.

The need for further training in diving skills in the Advanced Open Water Diver course should also be impressed upon the student.

Note: On this dive, students can experience diving at depths of up to 60 feet. However, the emergency swimming ascent training depth is not to exceed 30 feet. A partial ascent may be required prior to initiation of the emergency swimming ascent training.



Overview of Typical PADI Open Water Diver Course

The following schedules and outlines are recommendations for scheduling, time frames, and session content for the PADI Open Water Scuba Diver course:

(Since the same academic and water skill sessions pertain to the Basic Scuba Diver ratings, these schedules, with the exception of open water dives 4 and 5, apply to the Basic course as well.)

Typical Course Schedules:

One Week Course					
M	T	W	Th	F	S
CR1	CR2	CR3	CR4	CR5	OW4
CW1	CW2	CW3	CW4	CW5	OW5
	-	OW1	OW2	OW3*	

Two Week Course					
M	T	W	TH	F	S
CR1		CR2		CR3	OW1
CW1		CW2		CW3	OW2
M	T	W	TH	F	S
		CR4		CR5	OW3*
		CW4		CW5	OW4
					OW5

Code:

CR: Classroom session

CW: Confined water water skill session

OW: Open water training dive

Winter or Student Referral Course

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
CR1	CR2	CR3	CR4	CR5		
CW1	CW2	CW3	CW4	CW5	R1*	OW3*
					OW1	OW4
					OW2	OW5

Course conducted entirely in open water

Day 1	Day 2	Day 3	Day 4	Day 5
CR1	CR2	CR3	CR4	CR5
CW1	CW2	CW3	CW4	CW5
ID‡	ID‡	OW1	OW3*	OW4
			OW2	OW5

Notes:

*: Optional skin dive (Dive #)

†: Refresher session to review skills if more than one month since last session

‡: Introductory scuba dive (see Introductory Course Standards)

Suggested Course Outline:

Registration Session: (Suggested to conserve time during CR1 — 1½ hours estimated)

Motivation (film or slides)

Introductions

Administration (paperwork)

Course Operations (finances, gear requirements, schedule)

Selecting mask, snorkel, and fins

Assignments for first class session

Watermanship preassessment

Social activity

Classroom No. One: (2 hours estimated)

Module One A/V program (academics)

Certification, PADI

Buoyancy

Pressure

Module One diving equipment

Questions and Answers

Module Quiz

Module One A/V program (skill preview)

Assignments

Confined Water No. One: (1½ hours estimated)

Assembly of scuba equipment

BCD inflation/deflation (orally)

Introduction to scuba

Regulator recovery and clearing

Mask clearing (partially flooded)

Use of fins

Descents and ascents

Skill development

Classroom No. Two: (1½ hours estimated)

Module Two A/V program (academics)

Heat loss in water

Basic Pressure/Volume calculations

Respiration (Module topics only)

Module Two diving equipment

Communications

Buddy system

Questions and Answers

Module Quiz

Module Two A/V program (skills preview)

Assignments

Confined Water No. Two: (2 hours estimated)

Don Scuba Equipment

Pre-dive Safety Drill

Controlled Seated Entry

Snorkel Use

No Mask Breathing

Mask Replacement U/W

Surface Snorkeling

Deep Water Exit

Giant Stride Entry

Skill Development

**Classroom No. Three:** (1½ hours estimated)

Module Three A/V Program (academics)
 General Diving Environment
 Local Diving Environment
 Boat Diving Procedures
 Diving Problems Management
 Questions and Answers
 Module Quiz
 Module Three A/V Program (skills preview)
 Assignments

Confined Water No. Three: (2 hours estimated)

Don Scuba Equipment, Safety Drill
 Giant Stride Entry
 No Mask Swimming
 Neutral Buoyancy U/W (pivoting)
 Use of Alternate Air Source
 Open Water Dive Orientation — Dive 1
 Free-flowing Regulator Breathing
 Emergency Swimming Ascent
 Open Water Dive Orientation — Dive 2
 Skill Development

Open Water Dive No. One: (3 hours)

Dive Preparation
 Pre-dive acclimation
 Buoyancy Check
 Exit, Don Scuba, Re-enter
 Controlled Descent
 Buoyancy Control — Pivoting
 Regulator Recovery and Cleaning
 Clear Partially-flooded Mask
 Alternate Air Source Use — Stationary
 Tour for Pleasure and Experience
 Exit, Debrief, Log Dive

Open Water Dive No. Two: (3 hours)

Dive Preparation
 Free Descent with Reference
 Buoyancy Control — Oral Inflation U/W
 Completely Flood and Clear Mask
 Tour for Pleasure and Experience
 Alternate Air Source Assisted Ascent
 Exit, Debrief, Log Dives

Classroom No. Four: (1½ hours estimated)

Accessory Equipment
 Respiration (Module topics only)
 Indirect Effects of Pressure
 Dive Tables
 Module Four A/V Program (academics)
 Questions and Answers
 Module Quiz
 Module Four A/V Program (skills preview)
 Assignments

Confined Water No. Four: (1½ hours estimated)

Preparation, Entry
 Surface Dives (skin diving)
 Displacement Snorkel Clearing
 Skill Combination Drill No. One
 Exit, Don Scuba, Re-enter
 Buoyancy Control — Hovering
 Buddy Breathing
 Skill Development

Classroom No. Five: (2 hours estimated)

Dive Tables
 Diving Opportunities
 Module Five A/V Program (academics)
 Questions and Answers
 Module Five A/V Program (skills preview)
 Final Exam

Confined Water No. Five: (1½ hours estimated)

Preparation, Entry
 Don Scuba in Deep Water — Surface
 Weight Belt Removal and Replacement — Surface
 Scuba Removal and Replacement — U/W
 Buddy Breathing
 Open Water Dives Orientation — Dives 4, 5
 Skill Development

Open Water Dive No. Three: (2 hours)

Dive Preparation (skin diving)
 Entry, Buoyancy Check
 Surface Dives
 Underwater exploration
 Exit, Debrief

Open Water Dive No. Four: (3 hours)

Dive Preparation
 50-yard Surface Compass Swim
 Free Descent Without Reference
 Buddy Breathing — Stationary
 Completely Flood and Clear Mask
 Buddy Breathing Ascent
 Remove and Replace Scuba — Surface
 Tour for Pleasure and Experience
 Compass Navigation to Exit — U/W
 Exit, Debrief

Open Water Dive No. Five: (3 hours)

Dive Preparation
 Free Descent
 Compass Navigation U/W
 Mask Removal and Replacement — U/W
 Buoyancy Control — Hovering
 Controlled Emergency Swimming Ascent
 Tour for Pleasure and Experience
 Compass Navigation to Exit — U/W
 Exit, Debrief, Log Dives

Estimated Hours: 31



Advanced Open Water Diver Course Standards

The PADI Advanced Open Water Diver course is designed to enhance the experience, skill, and knowledge of the diver for practical application in the diving environment.

Evaluation of students prior to any Advanced training is required to insure the necessary knowledge and skills to dive safely. Students must be able to perform all exercises required for PADI Open Water Diver certification, including buoyancy control, emergency swimming ascent, and basic compass use. It is recommended Open Water Training Sessions Four and Five be conducted as qualification dives prior to any Advanced training dives. Pre-testing activities do not count as course hours.

In order to enroll in the course, a person must be certified as an Open Water Diver, or be certified as a Basic Scuba Diver with at least ten logged dives. Uncertified divers with proof of at least two years experience and 20 open water dives who meet all requirements for Experienced Diver certification may be enrolled in the course.

The minimum age for Advanced Open Water Diver certification is 15.

The minimum recommended course duration is a total of 15 hours of instruction and supervised open water diving activities.

A minimum of five open water training sessions are required. No more than two dives per day may be counted toward this requirement, with one excep-

tion, a night dive may be conducted following two day dives for a total of three training dives allowed in a 24-hour period.

The maximum depth for the training of Advanced Open Water Divers is not to be in excess of 130 feet.

All skills and requirements as outlined in the current *Instructor Manual for Open Water Training Sessions Six through Ten* must be completed satisfactorily by the student prior to certification.

The sequence in which the training dives are to be conducted is at the discretion of the instructor, except for the deep dive, which is to be conducted as the fourth or fifth dive of the course.

PADI Advanced Open Water Diver training is divided into four training categories:

- a. Underwater Navigation
- b. Search and Light Salvage
- c. Limited Visibility or Night Diving
- d. Deep Diving

It is also recommended, although not required, that an *introduction* to surface rescue procedures for an unconscious, non-breathing diver be included in the course. Rescue proficiency is *not* a requirement for certification. The objective of this exercise is to establish a need for additional training in rescue procedures.



Certification Performance Requirements for Advanced Open Water Scuba Diver

In order to be certified as a PADI Advanced Open Water Diver, a person is required to:

1. Be able to demonstrate all certification performance requirements for PADI Open Water Scuba Diver certification.
2. Complete PADI Open Water Training Sessions Six through Ten as outlined in these Standards.
3. Demonstrate in open water:
 - a. Measuring the number of kick cycles and the time required to swim 100 yards under water at average swimming speed.
 - b. Navigating under water without a compass and returning to within 25 feet of the starting point after swimming a square pattern of approximately 60 feet on each side and a series of at least three "U" patterns, returning along the bottoms of the U's to the starting point.
 - c. Navigating under water with a compass to within 25 feet of an object upon which a bearing was taken from a distance of at least 100 yards.
 - d. Navigating under water with a compass and returning to within 25 feet of the starting point after swimming a square pattern of one minute on each side and a triangular pattern of one minute on each side.
 - e. Relocating a specific underwater area or object while at least 50 yards from shore by use of bearings taken at the surface above the location on a previous dive.
 - f. Correctly tying the following knots at depth while wearing gloves:
 1. Bowline
 2. Two half hitches
 3. Sheet bend
 - g. Locating a specific object at a depth of 30 to 60 feet employing a compass pattern search.
 - h. Rigging and lifting safely to the surface a 15 to 25 pound object from a depth of 30 to 60 feet.
 - i. Diving at night or in limited visibility and remaining submerged for at least 20 minutes while changing course several times and surfacing within 200 feet of the descent location.
 - j. Maintaining continuous buddy contact while diving at night or in limited visibility.
 - k. Descending to a depth of 60 to 100 feet on a line, performing an assigned task, ascending on the line and simulating a decompression stop for at least five minutes, and recording bottom time and total dive time.

Note: All navigational exercises are to allow for any current induced error.



Open Water Training Session Number 6 NATURAL NAVIGATION

1. Briefing
 - a. Explain need for natural navigational skills
 - b. Present navigational techniques
 - c. Orientation to dive site
 - d. Dive objectives
 - e. Overview of dive exercises
 - f. Criteria for acceptable performance
 - g. Organization
 - h. Emergency procedures
2. Equipment preparation
3. Don and adjust equipment
4. Equipment check
5. Enter water (check out on roster)
6. Develop underwater distance estimation ability
 - a. Measure the time required to swim exactly 100 yards under water at typical swimming speed.
 - b. Count the number of kick cycles needed to swim exactly 100 yards under water at typical swimming speed.

It is recommended the divers follow a stretched line on the bottom.
7. Navigate under water without a compass to develop awareness of location under water while diving.
 - a. Swim a square pattern of approximately 60 feet on each side, attempting to return to starting point.
 - b. Swim a series of U patterns and return along bottom of U's, attempting to return to starting point.

Use of an anchored float for reference of the starting point is recommended. Divers should swim each pattern, then surface to reference starting point if it is not located under water at the end of the pattern. Use aids to navigation such as bottom contours, arm spans, shadows, sand ripples, and depth.
8. Locate a specific area or object under water at least 50 yards from shore, then surface and "fix" the location by use of bearings. The area or object is to be relocated on a subsequent dive by using the bearings taken.
9. Dive with remaining air for pleasure and experience.
10. Exit water (check in on roster)
11. Debriefing
 - a. Restate objectives
 - b. Discuss problems encountered
 - c. Suggestions to improve performance
 - d. Summarize basic points
12. Log dive (instructor sign log)

Notes: Recommended depth for training is 20 to 30 feet.

It is recommended the diver be accompanied by a divemaster or divemaster trainee during the exercises for observation and safety.



Open Water Training Session Number 7

COMPASS NAVIGATION

1. Briefing
 - a. Explain need for navigational skills
 - b. Present compass navigation techniques
 - c. Orientation dive site
 - d. Dive objectives
 - e. Overview of dive exercises
 - f. Criteria for acceptable performance
 - g. Organization
 - h. Emergency procedures
2. Equipment preparation (be sure each diver has a compass)
3. Don and adjust equipment
4. Equipment check
5. Enter water (check out on roster)
6. Navigate under water with a compass
 - a. Take a bearing on a reference point exactly 100 yards away, submerge, navigate with a compass, and ascend after estimated 100 yards to check accuracy. Distance estimation made with information from exercises of previous dives.
 - b. Swim a square pattern one minute on each side at a depth of 20 to 30 feet, attempting to return to the starting point. Surface after four minutes to check accuracy. Use of an anchored float for reference recommended.
 - c. Swim a triangular pattern of one minute on each side at a depth of 20 to 30 feet, attempting to return to the starting point. Surface after three minutes to check accuracy. Use of an anchored float for reference recommended.
 - d. Repetition of exercises a, b, or c may be necessary to develop acceptable performance.
7. Relocate a specific underwater area or object while at least 50 yards from shore by using the bearings for the location that were obtained on the previous dive.
8. Dive for pleasure and experience
9. Take a bearing on the exit area and swim to that area under water.
10. Exit water (check in on roster)
11. Debriefing
 - a. Restate objectives
 - b. Discuss problems encountered
 - c. Suggestions to improve performance
 - d. Summarize basic points
12. Log dive (instructor sign log)

Notes: Recommended depth for training is 20 to 30 feet.

It is recommended the diver be accompanied by a divemaster or divemaster trainee during the exercises for observation and safety.



Open Water Training Session Number 8

SEARCH AND LIGHT SALVAGE

1. Briefing
 - a. Usefulness of skills to be practiced.
 - b. Information on search techniques and rigging.
 - c. Orientation to the dive site.
 - d. Dive objectives.
 - e. Overview of dive exercises.
 - f. Criteria for acceptable performance.
 - g. Organization
 - h. Practice rigging
 - i. Emergency procedures
 2. Equipment preparation
 3. Don and adjust equipment
 4. Equipment check
 5. Enter water (check out on roster)
 6. Navigation under water to estimated area where a 15 to 25 pound object for salvage has been previously placed. A surface marker should be attached to the object for reference.
 7. Search for the object without surfacing by using a compass pattern search.
 8. If the object is not located within approximately five minutes, surface, take a bearing on the surface marker, submerge, and navigate under water to the approximate area.
 9. Repeat 7 and 8 until object is located.
 10. Rig object for lift using line and lifting device and employing the following knots: bowline, two half hitches, and sheetbend.
 11. Raise object to the surface. Keep clear of object during ascent. Move away from area beneath object. Do not ride object during ascent.
 12. Transport object to exit point or submerge and remove rigging as per directions.
 13. Dive with remaining air for pleasure and experience.
 14. Exit water (check in on roster).
 15. Debriefing
 - a. Restate objectives
 - b. Discuss problems encountered
 - c. Suggestions to improve performance
 - d. Summarize basic points
 16. Log dive (instructor sign log)
- Notes: Recommended depth for training is 30 to 60 feet.*
It is recommended the diver be accompanied by a divemaster or divemaster trainee during the exercises for observation and safety.



Open Water Training Session Number 9

LIMITED VISIBILITY OR NIGHT DIVE

1. Briefing
 - a. Review of techniques and precautions
 - b. Orientation to dive site
 - c. Dive objectives
 - d. Overview of dive activities
 - e. Criteria for acceptable performance
 - f. Organization
 - g. Emergency procedures
2. Equipment preparation
3. Don and adjust equipment
4. Equipment check
5. Enter water (check out on roster)
6. Descend, remain submerged at least 20 minutes, changing direction several times during the dive and surface at the end of the dive within 200 feet of the descent location.
7. Use the following equipment during the dive: underwater light, submersible pressure gauge, compass, depth gauge, and underwater slate.
8. Diver might hunt for objects during dive. (Items may be placed in advance to set up a "Treasure Hunt," or items may be part of the environment and used for a "Scavenger Hunt.")
9. Maintain buddy contact throughout dive.
10. Exit water (check in on roster)
11. Debriefing
 - a. Restate objectives
 - b. Discuss problems encountered
 - c. Suggestions to improve performance
 - d. Summarize basic points
12. Log dive

Notes: Recommended depth for training is 20 to 40 feet.

It is recommended the instructor remain equipped at the surface to monitor the overall activity, give directions, and lend assistance if needed.

It is recommended the diver be accompanied by a divemaster or divemaster trainee during the exercises for observation and safety.



Open Water Training Session Number 10 DEEP DIVE

1. Briefing
 - a. Review of hazards and precautions
 - b. Plan dive from assigned group designations (even though no previous dive within past 12 hours). Objective is to require planning for a decompression dive when the actual dive will not require it.
 - c. Orientation to the dive site
 - d. Dive objectives
 - e. Overview of dive exercises
 - f. Criteria for acceptable performance
 - g. Organization
 - h. Emergency procedures
2. Equipment preparation
3. Don and adjust equipment
4. Equipment check
5. Enter water (check out on roster)
6. Descend to 60 to 100 feet as a team using a descent line. Record time of descent.
7. Compensate for buoyancy changes to maintain neutral buoyancy.
8. Note effects of depth on various objects at bottom of descent line such as wet suit material, tennis ball, thermometer, and depth gauges.
9. Accomplish underwater task or project previously assigned by instructor.
10. Record time. Ascend to decompression stop on line for simulated decompression.
11. Ascend to surface after completion of simulated decompression. Record time.
12. Exit water (check in on roster)
13. Debriefing
 - a. Restate objectives
 - b. Discuss problems encountered
 - c. Suggestions to improve performance
 - d. Summarize basic points
14. Log dive (instructor sign log)

Notes: Recommended depth for training is 60 to 100 feet.

Each buddy team is to prepare a plan for the dive using information provided by the instructor.

It is recommended the diver be accompanied by a divemaster or divemaster trainee during the exercises for observation.



Divemaster Course Standards and Procedures

The PADI Divemaster Program is designed to train individuals as supervisory personnel for Open Water diving activities. In this supervisory role, the Divemaster may oversee general diving activities, serve as an underwater guide, or as an instructional assistant.

Certified PADI Divemasters may also be used to meet student-to-instructor ratio requirements, and if insured, may conduct PADI-sanctioned Environmental Orientation dives. (See Scuba Review Course Standards.)

A certified PADI Divemaster may guide underwater those divers who have satisfactorily completed the skill evaluation portions of Open Water Training dives. This allows students the opportunity to complete a training dive for experience and pleasure under the supervision and direction of a qualified Divemaster.

Divemaster Training consists of three instructional modules which may be taught concurrently. These modules include (1) Skill Assessment, (2) Knowledge Development, and (3) Internship. The required activities and subject matter for these training mod-

ules is detailed in the PADI Divemaster Instructor Guide.

In order to qualify for PADI Divemaster Training, an individual must:

1. Be certified as a PADI Advanced Open Water Diver, or an equivalent rating
2. Be certified as a PADI Rescue Diver.
3. Be 18 years of age or older.
4. Submit an approved medical exam form for a diving medical examination conducted within the past year, and be in good physical condition for diving.

Divemaster certification is obtained by the certifying Instructor submitting a completed and signed Divemaster Application (see Appendix) to PADI Headquarters along with the required photo, registration fees, and medical exam form.

PADI Divemasters are members of the Association. Membership provides many benefits, including a subscription to *The Undersea Journal*, discounts on PADI materials and services, and availability of professional liability insurance.



Certification Performance Requirements for Divemasters

In order to be certified as a PADI Divemaster, a person is required to:

1. Satisfactorily complete the PADI Divemaster Watermanship and Skill Assessment.
2. Satisfactorily complete a diver rescue evaluation.
3. Score satisfactorily on the PADI Divemaster Exams.
4. Prepare an Emergency Assistance Plan for diving emergencies in the local area and include the appropriate contact information.
5. Prepare an outline of boat-diving procedures useful for an area likely to be visited by the Divemaster.

6. Prepare a map of the shoreline and underwater terrain of a local Open Water training site selected by the Instructor.

7. Satisfactorily serve as an instructional assistant for no less than 10 PADI Open Water Training Sessions and 5 PADI Pool Training Sessions.

NOTE: Specific information regarding the organization, content, and conduct of the PADI Divemaster course may be obtained from the *PADI Divemaster Instructor Guide*.

Open Water Training Dives for Divemaster



OPEN WATER TRAINING DIVE NO. 11 (Divemaster Training Dive No. 1)

1. Serve as a safety assistant for an open water training dive.
2. Perform a controlled positive buoyancy ascent with Instructor at end of the dive. BCD is to be mechanically inflated.
3. Re-enter water.
4. Demonstrate cramp removal techniques.
5. Demonstrate diver assistance techniques:
 - a. Extensions
 - b. Contact support
 - c. Tired swimmer's carry
 - d. Establishing buoyancy
6. 50 yard rescue tow
7. Exit water
8. Debriefing

OPEN WATER TRAINING DIVE NO. 12 (Divemaster Training Dive No. 2)

1. Serve as a safety assistant for an open water training dive.
2. Bring another diver (non-student) to the surface using a controlled positive buoyancy ascent. BCD is to be mechanically inflated.
3. Briefing
4. Re-enter water
5. 50 yard rescue swim to simulated victim.
6. In-water resuscitation to develop technique.
7. Tow simulated victim to exit point.
8. Exit water
9. Debriefing

OPEN WATER TRAINING DIVE NO. 13 (Divemaster Training Dive No. 3)

1. Serve as a safety assistant for an open water training dive.
2. Bring another diver directly to the surface with an octopus attachment.
3. Briefing
4. Re-enter water
5. 50 yard rescue swim
6. Remove scuba equipment from self and simulated victim while resuscitating.
7. Transport victim to exit point while resuscitating.
8. Remove victim from the water.
9. Carry out first aid and emergency procedures for a simulated drowning.
10. Debriefing

OPEN WATER TRAINING DIVE NO. 14 (Divemaster Training Dive No. 4)

1. Serve as a safety assistant for an open water training dive.
2. Briefing
3. Re-enter water
4. Surface a simulated panicked diver.
5. Establish buoyancy on a simulated panicky diver at the surface.
6. Exit water
7. Carry out First Aid and emergency procedures for simulated decompression sickness.
8. Debriefing

Open Water Training Dives for Divemaster (Cont.)

OPEN WATER TRAINING DIVE NO. 15 (Divemaster Training Dive No. 5)

1. Serve as a safety assistant for an open water training dive.
2. Briefing
3. Re-enter water
4. Search for and recover a simulated lost diver.
5. Bring simulated victim to the surface.
6. Transport victim to exit point while resuscitating.
7. Remove victim from the water while resuscitating.
8. Carry out first aid and emergency procedures for simulated air embolism.
9. Debriefing

OPEN WATER TRAINING DIVE NO. 16 (Divemaster Training Dive No. 6)

1. Briefing
2. Serve as a safety assistant for an open water training dive.
3. Guide a diver underwater with the diver using at least 35 cubic feet of air. (Minimum qualifications for divers to be escorted by a Divemaster trainee is Basic Scuba certification or an Open Water Diver student on dives number 4 or 5.)
4. Debriefing

OPEN WATER TRAINING DIVE NO. 17 (Divemaster Training Dive No. 7)

1. Briefing
2. Serve as a safety assistant for an open water training dive.
3. Guide a diver underwater with the diver using at least 35 cubic feet of air.
4. Debriefing

OPEN WATER TRAINING DIVE NO. 18 (Divemaster Training Dive No. 8)

1. Briefing
2. Serve as a safety assistant for an open water training dive.
3. Guide two divers underwater with the divers using at least 35 cubic feet of air each.
4. Debriefing

OPEN WATER TRAINING DIVE NO. 19 (Divemaster Training Dive No. 9)

1. Briefing
2. Serve as a safety assistant for an open water training dive.
3. Guide from two to four divers underwater with the divers using at least 35 cubic feet of air each.
4. Draw a map of the underwater terrain during the dive.
5. Debriefing

OPEN WATER TRAINING DIVE NO. 20 (Divemaster Training Dive No. 10)

1. Serve as a safety assistant for an open water training dive.
2. Briefing
3. Re-enter water
4. 50 yard surface rescue swim
5. Search for and recover a simulated lost diver.
6. Transport victim to exit point while resuscitating.
7. Remove victim from the water while resuscitating.
8. Carry out emergency procedures for unconscious, non-breathing diver.
9. Debriefing



1982 Open Water Training Manual

Introduction

This manual details the necessary open water skill requirements for training under the sanctioning of the Professional Association of Diving Instructors.

The day of the "checkout dive" for diver training is past. It is universally accepted throughout the sport that extensive open water training is required to produce a diver capable of safely relaxing and enjoying the underwater environment. PADI was among the pioneers supporting increased open water experience and training under direction and supervision.

Initial open water training phases are based on skill progression — from the simple to the complex — and on experience at gradually increasing depths. All included skills are logical, realistic, and apply to practical diving situations. The dives are conducted at locations frequently used for recreational diving in the local area. Safe and appropriate, but not ideal, water conditions are required, as the training dives are to develop the ability for students to dive in conditions typical for the area. Dives composed of specific exercises must be completed successfully prior to fulfillment of training requirements. Additionally, the skills of each dive must be repeated until performed satisfactorily before the student may progress to more complicated skills in subsequent training sessions. In this manner, a high level of competency, safety, and control is maintained.

PADI open water training falls into three categories: the initial training for the Basic Scuba Diver and Open Water Diver levels; Advanced Open Water Diver training to develop additional useful skills and to increase confidence; and Divemaster training to

train the diver to handle diving emergency situations. Two dives are required for Basic training, two more for Open Water Diver, five more for Advanced Open Water Diver, and ten more for Divemaster. PADI believes the skills incorporated in this progressive training program are of great value and strongly recommends the training of every diver through this level of competency. Mere completion of the required number of dives is inadequate, as specific exercises for each dive must be completed under the supervision of a qualified instructor.

PADI open water training builds student confidence by preparing the diver to cope effectively with the diving environment and with emergency situations which might occur while diving. The degree of emergency training is commensurate with the qualification level of the diver and is progressive. Initial training through the advanced level teaches divers to avoid and prevent problems, and Divemaster training teaches them to deal with problems involving other divers. With greater skill capability, the diver is able to achieve greater relaxation and enjoyment through reduced anxiety and increased confidence. This is the value of the continuing diver education program.

The end product of PADI open water training is a diver who is confident, safe, relaxed, aware, and able to enjoy the underwater world. It is the primary goal of the Professional Association of Diving Instructors to achieve this end product with every diver trained through the organization.

How to Use this Manual

This manual is intended to assist instructors in organizing open water training and to provide descriptions of the open water training exercises required for the PADI Skin Diver, Basic Scuba Diver, Open Water Diver, Advanced Open Water Diver, and Divemaster ratings. The manual is to be used in conjunction with the PADI Standards and Procedures Manual which provides supplemental informa-

tion not contained in this manual, such as the recommended training depth, exercises required for each rating, and the recommended sequence of the exercises. Only open water training procedures are included in this manual. Pool training exercises, methods, and techniques will be detailed in other PADI publications.

Read the entire Open Water Training Manual first

for familiarization and to gain ideas for organization. Use the manual as a reference by consulting the Standards and Procedures Manual to determine the required exercises for a particular dive, then use the index in this manual to locate the descriptions of the various exercises.

The material in this manual is slanted toward open water training situations, so some deviations from general diving procedures may be noted. Also, the exercise descriptions apply to preferred training conditions. A modification of procedures and techniques may be necessary in some areas due to the need to contend with local environmental problems, such as currents or very cold water.

Note that all exercises related to a specific skill are presented together, even though the exercises would

be spread out over several open water training dives.

The duration and sequencing of all exercises will vary due to the location, conditions, class size, assistance, and personal techniques; no time frames are not provided. Individual experimentation and practice at local sites will allow an estimation of the training duration for each open water dive.

Use and personalize the manual. Write marginal notes in it and add your own material to it. The pages may be reproduced by PADI Instructors for use on an individual basis in PADI sanctioned courses.

Suggestions for improvement or any additions are appreciated and should be sent to the Training Department at PADI Headquarters for inclusion in future revisions.

General Recommendations for Open Water Training

TRAINING LOCATION RECOMMENDATIONS

1. Use safe but realistic training locations. The purpose of open water training is to prepare students to dive in the local environment. If all training takes place in a totally protected and ideal location, the training is not appropriate. Use more than one location if possible and complete training in an area used frequently by local divers.
2. First impressions are very important. Make the first experiences for students as pleasant as possible. Have them experience the warmest, clearest water possible first. Then later in training, they can experience the typical diving conditions of the area.
3. Provide students with maps, directions, and parking information for the sites.
4. Exhibit good etiquette at the dive site. Be responsible and considerate of others using the area and be sure your class does likewise. Do not give the sport a poor reputation with strewn equipment, litter, nudity, selfishness, or carelessness. Be friendly, helpful, and courteous.

TRAINING RECOMMENDATIONS

1. The transition from the pool to open water can be traumatic for students, so make this transition as smoothly as possible. Use open water gear in the pool prior to open water training, and have students enter open water for the first time wearing wet suits only. Work from the known to the unknown in gradual steps to keep apprehension and anxiety at a minimum.

2. If training must be extended to fill a longer time frame, exercises should be repeated rather than new ones being introduced.

3. Spread out open water training over as many days as is practical. The reason for this is because students learn a great deal more by planning, preparing, organizing, suiting up, and handling equipment on several occasions rather than on one or two; not because they are physically incapable of making a number of dives in a short period of time. This also gives them time to absorb information, reflect on their training experiences, strengthen weaknesses, and ask questions at subsequent training sessions.

4. Open water training does not have to wait until the end of training. Open water dives should be conducted as soon as practical after the beginning of training. The first open water scuba dive can be conducted before the final classroom and pool phases of instruction.

5. Follow the described training procedures as closely as possible, with the most time and emphasis spent on the most important skills. Special emphasis should be given to suiting up, entries and exits, descents and ascents, buoyancy control, surface resting, and emergency procedures.

6. All skills required for a training dive are to be mastered by the student before that student progresses to the next training session. This assures a minimum level of competency in training and enhances safety.

7. It is very important for divers to learn to pace themselves in the water and to limit exertion. Explain that divers should never become winded in or under the water if they are diving correctly.

8. Develop proper habits for open water diving by repeating on every dive what may be taken for granted. This includes such items as planning the dive, evaluation of conditions, orientation to the area, review of buddy system techniques and hand signals, gear checks, buoyancy check, equipment care, use of the dive tables, and use of the log book.

9. Open water training classes should be small for control and for student enjoyment. For groups larger than 8 to 10, divide students into smaller groups and conduct open water training for each group at different times of the day. Refer to the section on Open Water Organization and Control for other ideas on this point. Use Assistant Instructors and Divemasters during open water training for greater control, safety, and student enjoyment.

10. Explain to students these are training dives, and allow no other diving activities by students during training sessions except training exercises. This means students should not use spears, spearguns, cameras, etc. (and instructors shouldn't either!).

11. Be sure to explain what a dive is. Often students make two dives in one day, but think it is only one dive. By logging dives together as a class, this confusion can be avoided.

12. If for some reason PADI standards cannot be met, request in writing a waiver to deviate from the standard prior to conducting the training.

TRAINING RESPONSIBILITIES

1. Be punctual and organized for open water training sessions.
2. Keep student anxiety at a minimum. Recognize signs of apprehension such as general uneasiness, quietness, lagging behind, numerous questions, and problems with equipment. To ease the stress, motivate students for open water experience so they are

eager to make the plunge. You yourself must be calm, confident, and enthusiastic. Talk to students continuously while calming, reassuring, and dispelling fears. If you can instill a good attitude in students for open water training, problems will tend to be minor and few.

3. Maintain a good, professional instructor image. Make a positive impression on everyone. Refrain from smoking, drinking, profanity, sexual advances, and drugs. Be sure to get wet, follow all safe diving practices and obey laws and regulations.

4. Be conscious of student comfort and sensitive to their needs. Remember they will be colder, more tense, less conditioned, and less confident than you. Treat them as you would wish to be treated as a student. Be firm, patient, and understanding with students. Remember at all times that you are an example, and that your actions are more important than your words.

5. Make the training enjoyable. Strive to put fun into open water training exercises. The training should not be a drill. It is possible and desirable to conduct relaxed, enjoyable open water training sessions while maintaining control and safety. This is the mark of a good diving instructor. A social activity following each training session is also recommended to add to the overall enjoyment of the training experience.

6. Work to improve each open water session. There is no perfect program. Each dive you conduct should have improvements. Find new ways to increase efficiency, organization, communications, safety, and enjoyment.

7. Be prepared to cope with open water training problems, such as:

- A. Distractions
- B. Bad water conditions
- C. Seasickness
- D. Extremely slow students
- E. Missing equipment
- F. An empty tank
- G. Sick or hungover students
- H. Late arrivals

General Procedures for Open Water Training

The following procedures apply to all Open Water Training Sessions and are listed here to prevent redundancy in descriptions of the individual training dives. The following procedures should be included

as part of all training dives:

DIVE PLANNING

The objective is to prepare students to be able to



properly plan dives independently so their experiences after training will be safe and enjoyable.

Make students think about planning. Have them plan dives by making a list of information they would want to know for planning a dive plus steps to be taken for preparation.

After students have developed a dive planning outline, give them a handout (see appendix) outlining the steps involved, along with an equipment checklist (see appendix), and have them use these for training dives.

INSTRUCTIONAL EQUIPMENT

The objective is for the instructor to have available at the dive site various items of instructional support equipment to aid in class organization and control.

The following instructional equipment is recommended.

1. **Class Roster:** This is a list of all participants, which can serve as a buddy assignment sheet and check-out/check-in form. It is best to have a Divemaster or Assistant Instructor act as a Beachmaster or Boatmaster to handle organization while the instructor focuses full attention on the training aspects.
2. **Spare Equipment:** Usually one complete set of spare equipment will cover forgotten, lost, or non-functioning gear for the average class.
3. **Spare Parts:** Have a kit of items such as straps, CO₂ cartridges, O-rings, and snorkel keepers on hand at the site.
4. **Tool Kit:** Readily available tools are very handy for minor on-the-spot repairs.
5. **Small Blackboard:** Useful for briefings, descriptions and posting messages. Don't forget chalk and eraser.
6. **Identification:** Have some means of identification for self and assistants, such as brightly colored hoods. Student ID is also helpful; PADI Armbands are ideal for this purpose.
7. **Underwater Slates:** A list of students and a list of the dive exercises are helpful as in-water reminders. An underwater slate is also quite useful for communication with students during underwater exercises. Some instructors prepare a list of the exercises in advance, then simply point to the item on the list for instant understanding.
8. **Individual Weights:** Separate weights with a loop of line attached are handy for quick in-water buoyancy adjustments. Clip them into a float for easy access.

9. **Surface Float with Anchor:** The float should be capable of providing support to at least two divers. A float meets the insurance requirements for a surface support station, serves as a point of operations, is valuable in an emergency, and is a base to support a dive flag. For training dives, a spare weight belt is a good anchor, since it can be used by a student in the event of a lost weight belt during exercises.

10. **Dive Flag**

11. **Descent Line:** A descent line, either vertical or following the bottom contour from shore, is helpful for control during descents and ascents, provides visual reference for students, and simplifies training.

12. **Buoys:** Marker buoys (even bleach bottles) can be used to designate training areas, mark the approximate location of lost gear, and provide a reference for navigational exercises. Check with local Coast Guard regarding use of buoys.

13. **Emergency Equipment:** (See Emergency Procedures section.)

14. **Binoculars:** Useful for distant surface observation.

The instructor should have a checklist (see appendix) of all needed instructional equipment for each open water training session to help assure all items will be available at the dive site.

DIVE ORGANIZATION

The objective is to organize the students, assistants, and equipment so the dive will operate as smoothly and efficiently as possible.

Recommendations: (For details, see the Open Water Organization and Control section.)

1. Coordinate training with lifeguards or other authorities in the area.
2. Assign duties to other instructors and assistants.
3. Set up control equipment: Floats, descent lines, boundary buoys.
4. Hold roll call: Sign students in for the dive.
5. Make buddy assignments.
6. Inventory instructional and student equipment.
7. Assure identification for self, assistants, students.
8. Prepare check-out/check-in roster.

DIVE BRIEFING

The objectives of the pre-dive briefing are to:

1. Orient students to the training location.
2. Have students learn to evaluate diving conditions.



3. Provide an overview of the entire training session.
4. Make students aware of the training objectives.
5. Establish communications for training activities.
6. Inform students of emergency procedures.
7. Inform students what to do after the dive.
8. Give instructions on equipment preparation and suiting up.

The pre-dive briefing should be conducted after dive organization and before suiting up. Introduce the assistants. Put the class at ease about the dive. Convince them it will be enjoyable. When feasible, brief everyone in a classroom just before going to the dive site.

Recommended Topics

1. Area Orientation:

The objectives of the orientation are to orient the students to the dive site and to have them learn how to estimate diving conditions by observation.

A. Facilities: Point out rest rooms, changing rooms, snack bar, telephone, drinking fountain, showers, etc.

B. Overview of Dive Site: Discuss average depth, visibility, temperature, bottom composition, area life, areas of interest, training boundaries, hazards, entry and exit points, regulations.

C. Evaluation of Conditions: Use vantage point if possible. Examples of things to point out include swell, surge, surf, wave type, surf beat, currents, tide level, rocks, kelp, wind, bottom contour, swimmers, and boats. Show students what to look for before a dive. Explain when to call off a dive.

2. Session Overview:

The purpose of the overview is to communicate to the class the highlights, sequence, and time frames for the dive. Give them a general idea of the total session without going into details on exercises at this time. You want students to know such things as what happens next, where they should be and when, and how long various parts of the session would take. If all have a mental picture of the dive activities, the session will go much more smoothly.

3. Dive Objectives:

The objective is for the students to know specifically what is to be accomplished during the training session.

Did you ever try to travel without having a destination? Of course not. You had to have a destination or objective or you would not have known your progress or when you had arrived. Additionally, your goal was probably specific, not general. You don't

plan a trip and only determine the city to be visited; you determined a specific place within the city. It is the same with training sessions. Students must know what they are supposed to accomplish — not just generally, but specifically. When everyone knows what the exact goals of the dive are, everything practically runs itself.

In addition to general, long-range goals, such as familiarization with the environment and relaxation in the water, there are also specific short-range goals, like achieving neutral buoyancy or hovering in mid water using only buoyancy control. It is very important to organization and control to be able to identify and point out these short-range goals to students.

A properly stated objective will meet the following criteria: (1) It will be stated in terms of performance. (2) It will state the conditions under which it must be done. (3) It will state how well it must be done to be acceptable. Example: The student is to independently remove a weight belt, briefly hold it clear of the body, then replace and secure the weight belt while remaining at the surface in open water too deep to stand.

Your job as an instructor is to: (1) identify the specific objectives for each training session; (2) be sure students know what the objectives are and under what conditions they are to be performed; (3) be sure students know what constitutes satisfactory performance; (4) explain why the skills are to be developed and their relevance to practical diving.

4. Communications:

The purpose of discussing communications with students is to assure correct response by them at the surface, under water, and in the event of an emergency situation during the training session.

Review hand signals (see Standard & Procedures Manual Appendix), reviewing standard hand signals first, then other signals for organization (come here, stop, get with buddy, flood mask), and interest (look, fish, large).

Be sure emergency signals are well understood. Caution students not to wave while at the surface unless they require assistance. If rescue exercises are part of the training session, be sure to inform lifeguards and other instructors in the area to prevent unnecessary alarm. Also, agree on a signal for an actual emergency. An excellent emergency signal is a series of short blasts on a whistle.

The use of underwater slates for communications is encouraged for positive communication during training and less lost time due to misunderstandings.

5. Emergency Procedures:

The purpose of this part of the briefing is to inform students what to do in the event of an emergency



during training and to teach them to be prepared for emergencies during later diving experiences.

For the first two or three dives, keep anxiety low by not emphasizing emergency procedures. Simply tell the class who is in charge if you are unavailable. Cover all emergency procedures in detail with assistants prior to the briefing.

During later training dives, point out the need to be prepared for emergencies. Show students the equipment, emergency contact information, nearest communications, etc. Explain how they should be prepared for emergencies for all dives. Provide handouts on recommended equipment, first aid kit contents, and local emergency contact information.

For more details on emergency situations, see the Emergency Procedures section.

6. Instructions:

The purpose of this part of the briefing is to provide detailed information on the activities and exercises of the dive. The instructions should include the following:

1. How to perform new skills (such as use of a compass or lift bag, for example).

Situating the exercise on land is excellent to ensure instructions are understood. Examples of exercises include emergency ascents, compass courses, and rigging. Walking and talking through exercises in a dry run can eliminate a great deal of confusion in the water.

2. How each exercise should be done.

3. The importance of each skill.

4. How to check-out/check-in for the dive.

5. Entry and exit techniques.

6. What gear is needed and when.

7. Post-dive activities (debriefing, cleaning gear, logging dives).

8. What to do with items left behind (clothes, keys, gear bag).

9. Preparation of equipment for the dive.

10. Suiting up.

7. Summary:

Recap the briefing. Restate the main points and objectives of the session.

Answer any questions.

Give the group a pep talk. Motivate them for the experience. Be enthusiastic. Make students feel confident of what to expect and of their performance.

EQUIPMENT PREPARATION

The goal is for the group to have all equipment in-

ventoried, inspected, organized, and adjusted prior to suiting up to avoid delays once the group begins donning the gear for the dive.

- Make sure students have all needed gear. Provide them with a checklist (see appendix) to use when preparing for the dive. Require the use of gear bags for proper organization. Inventory student gear during dive organization, prior to the briefing or prior to embarking on a boat trip. It is also a good idea to gauge tanks at this time.

- Encourage students to inspect and try on all gear the day or evening prior to the dive. Any repairs, malfunctions, or replacements can then be taken care of before the dive and delays and frustration can be averted.

- Have students mark their personal equipment for quick identification.

- Have students bring a large towel, a blanket, or a mat to the dive site and spread out all their gear on it. This makes it simple to inventory and to quickly locate an item when attention is called to it.

- All straps should be adjusted before suiting up, allowing a little slack for the wet suit (if used). This includes mask strap, fin straps (heel straps locked in place), buoyancy compensator straps, backpack harness, and weight belt.

- Tanks should be assembled, checked for proper function, and placed near the edge of the water along with the weight belt before suiting up. Having them near the water can prevent a long walk to and from the preparation area.

- If diving from a boat, procedures will vary somewhat, but the objective is the same. Have students work out of their gear bags. Have them pack their bags so the last items needed are the first ones packed.

- Students should be told that any equipment problems are to be identified and corrected at this time so the session activities from this point on will progress smoothly.

SUITING UP

The goal is for everyone to be fully equipped at approximately the same time without becoming exhausted or overheated.

- Buddies should help each other, but students should be encouraged to suit up independently as much as possible. A person develops little self-reliance, gear handling ability, and familiarization with operation and location of the gear if they simply stand still while someone else puts everything on them.

- Tell the group not to rush. They should take their



experience. Give special attention to this part of the dive during early training sessions.

When students first enter the water fully equipped and ready to check buoyancy, have them first wiggle around and lift their arms to allow trapped air to escape from the suit, then drain all air from their buoyancy compensators.

A diver has the correct amount of weight if he or she floats at approximately eye level in a vertical position while holding an average breath and motionless. If the diver exhales completely, he or she should slowly sink. It takes a little while for a diver to come to final floating position when checking buoyancy, so have students count to 15 while holding their breath.

Another excellent check on buoyancy, if possible at the dive site, is to have students lie horizontally on the bottom in 8 to 10 feet of water and slowly breathe in and out. If properly weighted, they should slowly pivot upwards on their fin tips for a few inches while inhaling, and should slowly sink to the bottom while exhaling.

Remember students will be weighted differently for skin diving than for scuba diving.

Have students remember the amount of weight finally determined to be the correct amount, as this simplifies weighting during subsequent training sessions. It is a good idea to record this information on the class roster and in individual log books following the dive.

Two and three pound weights with a loop of line on each for ease of handling should be clipped to a surface float in the training areas. A weight can simply be handed to anyone underweighted. This easily solves an otherwise bothersome situation.

ENTRIES AND EXITS

Entries and exits are critical periods during dives. Many problems and accidents occur at these times, so training is particularly important.

Explain to the class at the outset that entry and exit techniques vary with diving locations and regions, and that you will instruct them in the proper techniques for the training sites, but these methods will not be applicable for all situations.

The best method for getting in and out of the water is the easiest method. If it is possible to lower yourself gently into the water, that is preferred over a dramatic forward roll. As much as possible, avoid colliding with the water.

General Recommendations for Entries:

1. Always hold the mask.
2. Have mouthpiece in place.

3. Have the buoyancy compensator partially inflated.

4. Avoid rolling entries which can cause disorientation.

5. Allow no gear adjustments at the entry point. Students must either exit the water or move away from the entry point to calm, deep water to correct any problem.

6. Regroup the class after all have entered, establishing buoyancy, checking equipment positioning, and resting before proceeding with training.

General Recommendations for Exits:

1. Regroup the class, establish buoyancy, recap instructions, and rest before making the exit.

2. Keep buddy teams clear of one another, and caution divers to watch one another. One should not be immediately behind another diver during an exit.

3. In some situations, such as boat or rock exits, removal of heavy equipment may be necessary. In-water equipment removal at the surface (not necessarily during an exit) should be included in training.

The only actual experience in entries and exits in the environment the student receives prior to certification is during training sessions. Since these skills are essential to develop for safety, they must be emphasized during training. The following are general recommendations for entry and exit training:

1. Include numerous entries and exits during early training, more than just one each per dive. It works well to conduct a couple of entries and exits first in a dive, while students are fresh. This is also a confidence builder.

2. Teach various entry and exit techniques using only skin diving equipment at first. Students learn faster without the heavy and restrictive scuba gear.

3. Vary the types of entries and exits as much as possible during training. Include a boat dive whenever possible. From shore, use several training locations, each requiring different techniques, or change entry and exit points so the same procedures aren't used every time. Try to prepare students to enter and exit the water safely in a variety of conditions.

ADAPTATION

The purpose of this part of each training session is to allow students time to adapt physiologically and psychologically to the underwater environment so they will be more relaxed and at ease for training exercises.

Instructors should be aware of the diving reflex — effects on body physiology due to immersion. Many



changes take place, and these changes require time to stabilize. With experience, one can adapt more quickly to being submerged, but a definite adjustment period must be allowed for initial diving experiences, a period in which the diver is subjected to no additional stress, such as having to perform skills.

By allowing time on the bottom to acclimate prior to conducting exercises, you provide time for respiration stabilization and for confidence to increase. Perhaps the best method to speed this process is with distractions. A short, hand-held nature walk, pointing out items of interest, or an interesting and simple underwater project or experiment can take the students' attention away from the concern over skills and quickly adapt them to being under water.

Look for signs of adaptation prior to beginning initial exercises. A diver in tune with the surroundings will have awareness; make slow, deliberate movements, and have a steady, regular breathing pattern. A glassy, almost unseeing look; quick, jerky movements and shallow, rapid breathing all indicate that the student has not been stabilized and could have problems if exercises were begun immediately.

Organize initial training sessions so each student spends at least five minutes under water adapting and getting relaxed prior to skill performance. Have an assistant show them around briefly, or give them something to do, for merely sitting on the bottom can increase, rather than decrease, apprehension.

By including an adaptation period in early training sessions, many problems in skill performance can be significantly reduced.

DEBRIEFING

The purpose of the debriefing is to recap the session while the events are still fresh in the minds of the participants; to add to the learning experience through discussion.

Suggestions:

1. Conduct debriefing at the site as soon as practical following the dive.
2. Restate the session objectives.
3. Discuss how well the objectives were met.

4. Review and discuss the procedures employed.
5. Discuss any problems encountered.
6. Offer praise before criticism.
7. Offer suggestions for improvement in performance.
8. Control and direct the discussion.
9. Summarize the key points of the session.
10. Individual counseling.

CARING FOR EQUIPMENT

The objective is to have students develop proper equipment care habits. Require students to treat gear as they would their own, by keeping it out of sand and mud, and handling it carefully.

If possible, have students rinse gear at the site, showing them how to rinse a regulator, buoyancy compensator, wet suit, etc., and allowing them to practice under supervision.

Show students tips on equipment handling, such as how to keep the regulator out of the sand, how to make up backpack straps, and how to work in and out of the gear bag rather than scattering equipment.

Have students learn to take an inventory of equipment before leaving the dive site. Marking individual equipment will prevent problems at this point.

LOGGING DIVES

The purpose of logging dives after training sessions is to develop that habit within students. An accurate, up-to-date log will be important to divers in the future and provides many benefits.

Require students to bring log books with them to the site and fill them out together following the dive. Help them with the information and tell them what to include. Give them the approximate depth and time for the dive and require them to figure the repetitive group and record it. Discuss information on visibility, water temperature, etc. to help in future estimating.

Be sure to sign the student's log book. It is useful for future verification of completion of training and is meaningful to the individual.

Open Water Organization and Control

A well organized instructor conducts open water training with a minimum of confusion and with safety and efficiency. This can only be accomplished through proper attention to detail and control. The

following recommendations on personnel, control equipment, and procedures are made to assist the instructor in conducting effective and efficient open water training sessions.



ly understood. As much as possible, avoid lengthy in-water instructions. Ask students in the water only questions which can be answered by "yes" or "no."

Plan ahead to handle a student unable to continue with a dive. Designate an assistant instructor or divemaster to accompany the student out of the water. Do not allow the student to leave the group independently to exit the water, and do not leave the class unattended to assist one person. Be prepared.

Learn to recognize signs of difficulty and distress and to nip trouble in the bud. The objective is to control the situation and prevent problems, not to deal with them after they occur. Be calm, observant, take action calmly when needed, but don't over-react.

Students are required to demonstrate proficiency of the exercises for each dive before progressing to the next dive. This assures a minimum level of competency for safety and control.

SCHEDULING

When open water training is being conducted on a regular basis, consider establishing a repeating program of two dives per day. A typical weekend schedule of open water training sessions for one month might look as follows:

		Saturday	Sunday
First Weekend	9:00-12:00 1:00-4:00	Dive One Dive Two	Dive Two Dive Three
Second Weekend	9:00-12:00 1:00-4:00	Dive Three Dive Four	Dive Four Dive Five
Third Weekend	9:00-12:00 1:00-4:00	Dive Five As needed	Dive One Dive Two
Fourth Weekend	9:00-12:00 1:00-4:00	Dive Two Dive Three	Dive Three Dive Four

By pre-planning and scheduling, such as this, students have several options available to complete their open water training, organization is simplified, and repeats or absences are handled easily without disrupting the schedule.

Another successful method is to employ other local active PADI Instructors on a per dive basis. Pay them a set amount to conduct each training dive with a buddy team. There are instructors available who are willing to do this. The benefits of individual attention and safety are obvious.

For the Advanced Open Water Diver course, consider offering one dive at a time on a continually rotating basis. After an initial qualification dive, the dives may be completed in nearly any sequence at the student's availability and signed off by the instructor. When all requirements for training have been completed, the instructor then certifies the individual. In this manner, the instructor does not have to accumulate a class of students to make conducting advanced classes feasible.

There are many ways to organize open water training so it will be thorough, efficient, profitable, and safe. With imagination, you can devise methods for your particular situation which will meet these criteria. For any questions regarding Standards requirements, contact the Training Manager. For additional information on Open Water Training Procedures, refer to *The Undersea Journal*, Vol. IX, No. 2, pages 3 and 4. (See appendix.)

Boat Diving Training Procedures

If diving from boats is common in the local area, you have a responsibility to train students in boat diving techniques prior to certification, including procedures for diving from charter and private boats. The following recommendations are to assist the instructor in organizing and conducting training from a charter boat.

ADVANCE PREPARATION

Know the vessel and the skipper. Be sure it is certified and licensed for charter operation. Dive from the boat privately first for familiarization before chartering the boat for a class.

Simulate boat diving during pool or open water training by roping off an area of the pool deck on the



shore and requiring students to work within the confines of this space, applying boat diving procedures and techniques. Use pool ladder with stretched line across pool to simulate exit area.

Provide a boat diving handout (see appendix) to students several days before the dive trip. Include the following information:

1. Facts: Date, time, name of boat, boarding location, directions, destination, approximate times, cost.
2. List of needed items: Diving equipment, jacket, towel, swimsuit, suntan lotion, motion sickness medicine, money, ticket, and lunch if needed.
3. Instructions: When to board, how to pack and stow gear, what to do with items to be kept dry, get adequate rest, what to eat.
4. Terminology: Definitions of nautical terms such as bow, stern, port, starboard, leeward, windward, gray, and head.

Require students to have a gear bag for boat diving. Instruct them to pack the bag so the first thing needed is the last thing put into the bag. Explain that they will be required to work out of their gear bag on the boat. Emphasize the need to mark individual equipment.

EMBARKING

Arrive at least one hour before departure and instruct students to be there at least 30 minutes before departure.

Talk to the skipper about the weather condition, student capability, dive sites, coordination of diving operations, diving rules and procedures, and emergency procedures. Learn the location and operation of the radio and know the boat's call letters.

Greet arriving students, enter them onto the roster, make sure they have all needed equipment, direct the stowage of gear, and inform them of the time for the predeparture briefing.

PREDEPARTURE BRIEFING

Introduce the skipper, crew and assistants.

Point out the location of the bunks, heads, galley, showers, and emergency equipment (fire extinguishers, life jackets, life rafts, first aid kit).

Explain general rules and procedures, such as:

1. Keep dockside rail clear during docking operations.
2. Keep bow area clear during anchoring operations.
3. Toilet operation and use.

4. Use of rail for illness.
5. Tank filling procedures.
6. No tanks or weight belts in cabins, no wet suits below decks, and no shoes in bunks.
7. Off limits areas such as the bridge and the engine room.
8. No trash or litter overboard.

Recommend motion sickness medication be taken prior to departure.

UNDER WAY

Keep students occupied. They should either sleep or be provided with activities to keep their minds off of being ill. Diving oriented "mini-lectures" by assistants are excellent. You have a responsibility to be available at all times, so don't disappear once the boat gets under way.

Be sure all gear is accounted for, packed, and secure. All items to be kept dry should be placed inside.

On the return trip provide for fun with social activities such as a food preparation lesson from game taken, kite flying, etc.

ON-SITE BRIEFING

Make buddy assignments.

Give an overview of the planned diving activities.

Outline the training objectives.

Provide an orientation to the dive site, including information on depth, temperature, visibility, current, bottom composition, life, hazards and regulations.

Establish communications for diving operations. Review hand and instructional signals.

Require use of "OK" signal (hand on top of head) each time divers surface.

Review emergency procedures, including recall procedures using an underwater sound source or a flag. Instruct students to establish buoyancy and maintain position in the event the boat should be missing upon surfacing.

Give special instructions unique to the situation, including:

1. The training exercises to be done.
2. Check out/check in procedures.
3. Entry and exit procedures and techniques.
4. Use of anchor line for descent. Caution about possible hazards involved in using anchor line (swells, entanglement).
5. Dive upcurrent from the boat.

0 TO
HAND
OUT



6. Gear handling instructions: No tanks donned over the head; don't drop weight belts; don't walk with fins; don't sit on the deck.

7. Don't "skim" back to the boat (swim just below the surface).

DIVING OPERATIONS

Unless otherwise specified by boat personnel:

Have a throwable rescue float with attached line to heave to divers in distress.

Have a safety tank available ready for use.

Put a 200' drift line off the stern of the boat with a float and diver's flag at the end.

Confirm the start of diving operations with the skipper.

Hoist the dive flag.

Have a safety diver, with no other duty, monitor diving activities. Provide binoculars and a bull horn.

Post an assistant in the water before students make entries.

Have students enter without tanks first and conduct a snorkeling excursion for an orientation to the area and to boat diving procedures.

Scuba entries should be made feet first (better orientation) with the buoyancy compensator partially inflated and the regulator in the mouth. Make students remember to check out and give them a last minute equipment inspection. Watch for and prevent these common boat entry problems:

1. Air not on

2. Loss of balance

3. Entry area not clear

4. Negatively buoyant

5. Entering with no fins

6. Lost regulator

7. Gear coming loose

8. Mask fogging

Have an assistant at the exit to assist in gear removal and exits.

Remember your responsibility for students continue even after completion of training exercises. Refrain from pleasure diving unless a qualified person can assume the responsibility while you are unavailable.

Account for all divers with a *visual* roll call after all divers are onboard and before moving the boat.

Confirm the end of diving operations with the skipper.

Take down the dive flag.

DISEMBARKING

Inventory all equipment and personal items after unloading the boat.

Make a final check of the vessel after all equipment has been unloaded, checking for commonly forgotten items such as towels, swimsuits, jackets, and books.

Night Diving Training Procedures

OBJECTIVES

1. Prepare students to dive safely at night by orienting them to safe procedures.

2. Allow students to gain night diving experience under supervision.

3. Increase student confidence.

4. Further refine student diving skills. Greater skill proficiency is required when visual information is limited.

5. Provide adventure and enjoyment for students.

QUALIFICATIONS

A student should be certified to at least the Open Water Diver level or be a Basic Scuba Diver with at least 10 open water dives.

The instructor must have independent night diving experience before conducting a night dive for a group.

It is recommended the students' ability be determined through a night diving orientation in a swimming pool prior to the open water training. Such an orientation can be a great deal of fun for both the students and the instructor.

LOCATION

All divers in the group must be familiar with the site from a recent daytime dive in that area.

Have the group dive at the site during the day before a scheduled night dive.

Choose a location where entry and exit is easy if conducting operations from shore.

It is better to conduct night dives from a boat than

from shore. Know the exact diving area where the boat is to anchor, or anchor in a known area prior to dark. Be sure the boat is legally equipped for night operations.

Be sure your activity will not interfere with boat navigation to nearby landings and is not held in areas of boat traffic.

SCHEDULING

Try to schedule night diving training to occur on nights when there is a full moon for the maximum ambient light.

Consult the tide tables, and schedule training to avoid a low or outgoing tide, as this can create entry and exit problems and reduce visibility.

The time for the dive is unimportant except for the underwater life to be seen, then the later, the better. Training dives can be made soon after dark.

EQUIPMENT

Require compasses and depth gauges. Both are useful for underwater navigation and it is also possible for fog to set in during the dive. Buddy lines may be required. Low pressure vest inflators are recommended for ease of operation when carrying a light.

At least one light per diver is required with two lights per diver recommended. Lights with at least a three cell capacity and specifically designed for underwater use should be required. Request the lights be serviced and tested prior to arrival at the site and test all lights again before suiting up. Have several extra lights on hand.

Chemical tube lights or glow lights should be used by each diver. These should be activated before entering the water and secured near the diver's head. It works well to attach them to the tank valve. They are useful for identification and for locating someone in and under the water.

Surface light for general use and for navigation are needed. Gas lanterns are useful for night diving operations. Floodlights, regular flashlights, or even headlights used for preparation, suiting up, and gear checks will preserve dive light batteries. Flashing lights are preferred for navigational beacons. Strobe lights or roadway construction lights work well for this purpose, but be sure they do not become false navigational aids for boaters! Check local navigational charts for conflicts, and avoid use of red, green, or white flashing lights.

For a return guide beacon, two lights, one above and some distance behind the other, are preferred. A diver in the water merely lines up the two lights and follows that heading in.

An illuminated surface float for a point of opera-

tions is helpful for in-water organization. It need not be elaborate, just a small dive light rigged to shine on the float.

If possible, a light shining downward from the surface under the boat or float provides a hand reference. A car sealed beam lamp works well for this and floats at the surface facedown. A flashing strobe can also be seen well under water.

ORGANIZATION

The group size should not exceed 8 to 10 students for each instructor.

Plan to have someone who will remain on shore to man the exit beacons and lend aid.

The beacons must be kept operable and their beams must not be blocked at any time.

Buddies should be familiar with each other if possible and have dived together before.

Have the class enter and exit the water as a group while you accompany them.

If possible, have the group descend onto a reef, wreck or some other physical area which will keep them within a given area. If the bottom is open, require students to dive in a pattern that will return them to the starting point. They should use both compass and natural aids to navigation to maintain awareness of their relative position.

Depending on the situation, it may be better for the instructor to maintain a surface watch while in the water with a float to lend assistance and oversee the operation than to dive with the group. Spare equipment can be attached to the float to solve some common problems without aborting the dive.

When the group has reached the dive site in the water, have them turn around and note distinguishing features of the exit point. Have them take a compass reading on the exit point before descending. This orientation reduces confusion at the end of the dive.

BRIEFING

(See "Dive Briefing" in the "General Procedures for Open Water Training" section.)

Include information on:

1. Area hazards, such as urchins, rocks, surge, kelp, caves, etc.
2. How to deal with problems such as disorientation, separation, light failure, and ascent rate.
3. Rules and regulations, such as local game laws for night diving.
4. Communications:
 - a. The signal for "OK" at night is a slow moving of



the light in a circle to form a large "O." The signal to request assistance is rapid movement of the light up and down with the arm extended. At the surface these signals should be made above the water.

b. To gain the attention of another diver under water, rapidly wave the light back and forth horizontally or bang on your tank. Do not shine a light into a diver's eyes, but rather on the chest area or where the diver is looking.

c. Keep track of your buddy's light. If not visible, his light may be defective. If buddy is not quickly located, surface and look for buddy with a 360° sweep. If buddy is not at the surface, point your light downward so it may be seen.

d. When buddy lines are used, line pull signals should be reviewed.

e. Review hand signals and remind students that hand signals need to be given in front of the light under water.

f. Have students determine a distinguishing feature on their buddy for underwater identification, as unintentional switching of buddies while night diving is possible and creates confusion.

g. Whistles are excellent to gain attention at the surface in case of difficulty.

POST-DIVE ACTIVITIES

A pot of hot soup or chocolate is greatly appreciated at the debriefing.

Have the divers discuss the experience openly.

Sell the students on the value of continued diver education while they are enthusiastic.

Emergency Procedures for Open Water Training

(Also see Appendix page A-6)

The following emergency procedures are recommendations on preparing for emergencies and handling a diving emergency. These recommendations do not include First Aid procedures, but are limited primarily to organization, management, and administrative procedures for diving instructors in emergency situations.

Suggestions are included for the following areas:

1. Instructor Training
2. Emergency Equipment
3. Personnel
4. Emergency Information
5. Emergency Preparation
6. Accident Management
7. Accident Reporting

RECOMMENDED INSTRUCTOR TRAINING

It is recommended scuba diving instructors be trained in First Aid, Cardio-Pulmonary Resuscitation (CPR), Lifesaving, and Scuba Rescue techniques.

EMERGENCY EQUIPMENT

1. Communications (telephone, radio, CB, or walkie-talkie to shore)
2. Emergency Contact Information sheet with dimes
3. Diving First Aid Kit

4. Oxygen
5. Blanket
6. Drinking Water
7. Tool Kit
8. Recall System (horn, siren)
9. Emergency Signaling Devices (whistles, horn, flares)
10. Backboard
11. Rescue Float
12. Any other equipment appropriate for local area

PERSONNEL

1. A Divemaster in charge of organization.
2. All divers assigned a buddy.
3. Assistants with an established chain of command.
4. Professionally qualified participants (doctors, nurses, paramedics) pointed out.
5. A lifeguard or qualified safety diver with no other duty.

EMERGENCY INFORMATION

1. Have emergency contact information for all participants, including name and address of doctor, insurance company, person to contact in an emergency, and any medical alert information.
2. Emergency phone numbers or radio frequencies



for the local area.

3. Location and method of transportation to the nearest decompression chamber.

EMERGENCY PREPARATION

1. Be protected with Instructor Liability Insurance. Consider coverage with accident insurance.
2. Ascertain conditions are acceptable for the planned training activity.
3. Inform local authorities of planned training activities.
4. Brief assistants on the Emergency Procedures, establish a plan of action, and set up a chain of command.
5. Locate and check the nearest means of emergency communication.
6. Visit the local treatment facility for familiarization, e.g., decompression chamber.
7. Inspect and inventory the emergency equipment. Familiarize assistants with the location and operation of the equipment.
8. Agree on a signal for an actual emergency during the training activities.
9. Establish a means of recalling all divers in the group.
10. Brief students on what to do in an emergency.
11. Learn helicopter evacuation procedures.
12. Have a written outline of each dive briefing, including an explanation of hazards and safety rules.
13. Practice rescue skills frequently.
14. Aboard a boat, locate and point out fire extinguishers, life jackets, and life rafts.

ACCIDENT MANAGEMENT

1. Account for all divers, including the victim's buddy.
2. Act quickly with a minimum of commotion.
3. When calling for emergency assistance:
 - a. Be calm. Give information clearly.
 - b. Don't hang up until the person called does so.
 - c. Be sure to give information so your call can be returned. Have someone stand by.

4. Have someone meet and direct emergency personnel.
5. Assign a recorder to write down all times, actions, witnesses and relevant information.
6. Secure and hold the victim's equipment for authorities. Do not disassemble.
7. Do not leave the victim unattended to summon assistance.
8. Be sure medical history information and details on the accident and events leading to the accident accompany the victim if transported for treatment. Go with the victim if possible.
9. Direct spectators. Give assignments to control both the people and the situation.
10. Require credentials from anyone asking questions.
11. Do not remain silent, but do not talk to reporters, attorneys, private investigators, regarding your liability. When you do talk, state only the facts, giving no opinions or value judgments about the situation, or your actions or quality of performance. When unsure, state "I would rather not discuss that, as I could be misquoted."

ACCIDENT REPORTING

1. Notify the victim's family as soon as possible. Also, be sure to notify your own family of your possible delay.
2. Notify PADI Headquarters and the insurance company the day of the accident.
3. Write notes on the event while the facts are still fresh in your mind.
4. Obtain a statement from each witness of the facts as they saw them.
5. Check local requirements with the Medical Examiner and the police.
6. Have your attorney present before making any statement regarding the accident.
7. Do not release a written statement or recording without review and approval by your attorney.
8. Do not allow someone else to prepare your statement.
9. Be sure you have a copy of any statement or recording before releasing it.
10. After your statement has been released, complete a diving accident report form (see appendix) and forward it to PADI Headquarters.



OUTLINES OF PADI OPEN WATER TRAINING DIVES

PADI OPEN WATER SESSION NUMBER 1

Briefing
 Equipment preparation
 Suiting up (skin diving)
 Entry
 Pre-dive acclimation
 Buoyancy check/adjust
 Exit
 Don tanks and weights
 Pre-dive safety drill
 Entry
 Controlled descent
 Buoyancy control — neutral
 buoyancy/pivoting
 Regulator recover & clear
 Clear partially flooded mask
 Alternate air source use —
 stationary
 U/W tour for pleas & exp
 Normal ascent
 Exit/Debriefing/Log dive

PADI OPEN WATER SESSION NUMBER 2

Briefing
 Equipment preparation
 Suiting up
 Pre-dive safety drill
 Entry
 Free descent with reference
 Buoyancy control — neutral
 buoyancy — oral inflation
 Completely flood/clear mask
 Underwater tour for pleasure
 and experience
 Alternate air source assisted
 ascent
 Exit
 Debriefing
 Log dive

PADI OPEN WATER SESSION NUMBER 3 Skin Dive — (Optional)

Briefing
 Equipment preparation
 Suiting up
 Equipment inspection
 Entry
 Buoyancy check
 Surface swim
 Surface dives and U/W swim-
 ming (buddies alternate)
 Exit
 Debriefing
 Log dive

PADI OPEN WATER SESSION NUMBER 4

Briefing
 Equipment preparation
 Suiting up
 Pre-dive safety drill
 Entry
 50-yard surface swim in
 straight line w/compass
 Free descent without ref.
 Buddy breathing — station-
 ary (Diver A donor)
 Flood/clear mask
 Buoyancy control — neutral
 on bottom
 Buddy breathing ascent
 (Diver B donor)
 Remove/replace scuba at
 surface
 U/W tour for pleas & exp.
 U/W navigation to exit
 w/compass (Diver A)
 Exit/Debriefing/Log dive

PADI OPEN WATER SESSION NUMBER 5

Briefing
 Equipment preparation
 Suiting up
 Pre-dive safety drill
 Entry
 Free descent
 U/W navigate w/compass —
 out and back 25 kick cycles
 (each diver navigates out and
 back)
 Remove/replace mask U/W
 Neutral buoyancy/hover
 Controlled Emergency Swim-
 ming Ascent
 Free descent
 U/W tour for pleas & exp
 U/W navigation to exit
 w/compass (Diver B)
 Exit
 Debriefing
 Log dive

PADI OPEN WATER SESSION NUMBER 6

Natural Navigation
 Briefing
 Equipment preparation
 Suiting up
 Pre-dive safety drill
 Entry
 Underwater Distanc-
 Measuring
 Timed Swim
 Kick cycle count
 Natural Navigation
 60 foot square
 Series of "U"s
 (Repeat as needed)
 "Fix" a location
 Dive for experience and
 pleasure
 Exit/Debriefing/Log dive



OUTLINES OF PADI OPEN WATER TRAINING DIVES

PADI OPEN WATER SESSION NUMBER 7

Compass Navigation
Equipment preparation
Suiting up
Pre-dive safety drill
Entry
Compass navigation
100 yd to object
Square pattern
Triangular pattern
(Repeat as needed)
Relocate "fixed" position
Dive for experience and
pleasure
Navigate under water to exit
point
Exit
Debriefing
Log dive

PADI OPEN WATER SESSION NUMBER 8

Search and Light Salvage
Briefing
Equipment preparation
Suiting up
Pre-dive safety drill
Entry
Navigate under water to
salvage object
Search
Locate object
Rig object for lift
Lift object (twice)
Dive for experience and
pleasure
Exit
Debriefing
Log Dive

PADI OPEN WATER SESSION NUMBER 9

Night Dive
Equipment preparation
Suiting up
Pre-dive safety drill
Entry
Surface within 200 feet of
point of descent
Maintain buddy contact
Exit
Debriefing
Log dive

DIVE BRIEFING OUTLINE CARD

PADI OPEN WATER SESSION NUMBER 10

Deep Dive
Briefing
Equipment preparation
Suiting up
Pre-dive safety drill
Entry
Buoyancy check
Descent (record time)
Accomplish assigned task
Ascent (record time)
Simulate decompression
Exit
Debriefing
Log dive

DIVE BRIEFING

1. Area orientation:
 - a. Facilities
 - b. Dive site
 - c. Evaluating conditions
2. Session overview
 - a. General
 - b. Sequence
 - c. Time frames
3. Dive objectives
4. Communications
5. Emergency procedures
6. Instructions:
 - a. New skills
 - b. Exercises
 - c. Equipment prep
 - d. Suiting up
 - e. Equip. Inspection
 - f. Checking out/in
 - g. Entry/exit techniques
 - h. Buoyancy check
 - i. Post dive directions

DEBRIEFING

1. Restate objectives
2. Discuss performance
3. Review procedures used
4. Discuss problems
5. Praise before criticism
6. Suggestion for improvements
7. Summarize key points
8. Clean equipment
9. Log dive
10. Individual counseling



PADI OPEN WATER SKILLS CHECK-OFF FORM

Class No. _____ 1. _____ 9. _____ 17. _____ 25. _____

Start Date _____ 2. _____ 10. _____ 18. _____ 26. _____

Ratings: _____ 3. _____ 11. _____ 19. _____ 27. _____

5 - Excellent _____ 4. _____ 12. _____ 20. _____ 28. _____

4 - Good _____ 5. _____ 13. _____ 21. _____ 29. _____

3 - Satisfactory _____ 6. _____ 14. _____ 22. _____ 30. _____

2 - Poor _____ 7. _____ 15. _____ 23. _____ 31. _____

1 - Unsatisfactory _____ 8. _____ 16. _____ 24. _____ 32. _____

Student Names	Date																																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32				
1.																																				
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18.																																				
19.																																				
20.																																				

Instructor _____

Scuba Course Enrollment Application (Confidential Information)

10 January 1988

Address _____ City _____ State _____ Zip _____

Permanent Address, if different _____

Occupation _____ Employer _____ Business Phone () _____

Marital Status _____ Social Security No. _____ Birth Date _____

In case of emergency, notify _____ Phone () _____

Address _____

OR _____ Phone () _____

Address _____

Previous diving instruction or experience? If yes, when? _____ where? _____

How did you hear about this course? _____ Referred by _____

Why do you want to take diving instruction? _____

What diving equipment do you presently own (✓) or would like to own (+)?

- | | | | |
|-----------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> Mask | <input type="checkbox"/> Regulator | <input type="checkbox"/> Power inflator | <input type="checkbox"/> Console |
| <input type="checkbox"/> Snorkel | <input type="checkbox"/> Pressure gauge | <input type="checkbox"/> Extra 2nd stage | <input type="checkbox"/> Gear bag |
| <input type="checkbox"/> Fins | <input type="checkbox"/> Tanks | <input type="checkbox"/> Depth gauge | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Wet suit | <input type="checkbox"/> Buoyancy device | <input type="checkbox"/> Compass | _____ |

Which program would you like to take next?

- | | | |
|--|--|---|
| <input type="checkbox"/> Advanced Open Water | <input type="checkbox"/> U/W Photography | <input type="checkbox"/> Rescue Diving |
| <input type="checkbox"/> Divemaster | <input type="checkbox"/> U/W Hunting | <input type="checkbox"/> Research Diving |
| <input type="checkbox"/> Night Diving | <input type="checkbox"/> Wreck Diving | <input type="checkbox"/> Search & Recovery |
| <input type="checkbox"/> Deep Diving | <input type="checkbox"/> Ice Diving | <input type="checkbox"/> Equipment Specialist |

I would like information on membership in Diving Ventures International — The PADI Diving Society

Mark all items below that apply to your past or present medical history:

- | | |
|---|--|
| <input type="checkbox"/> Respiratory problems | <input type="checkbox"/> Ear infections |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Dizziness or fainting |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Claustrophobia |
| <input type="checkbox"/> Heart problems | <input type="checkbox"/> Emotional problems |
| <input type="checkbox"/> Severe or frequent headaches | <input type="checkbox"/> Premature birth |
| <input type="checkbox"/> Motion sickness | <input type="checkbox"/> Alcoholism |
| <input type="checkbox"/> Recent operation or illness | <input type="checkbox"/> Drug use |
| <input type="checkbox"/> Sinus problems | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> None of these |

Attach clear, recent
head-and-shoulders photo
for certification card
Coin photo
machine pictures OK.

1 1/2 x 2 inches

Attach Here

Indicate all serious injuries and/or hospital care in your medical history _____

List all medications you are presently taking _____

Date of last medical exam _____ Date of last chest x-ray _____

I certify that the above information is correct to the best of my knowledge

Signature _____ Date _____

(PRINT) LAST

FIRST

MIDDLE

Home Phone: () _____

Date of Birth: _____

10 January 1985

PADI Statement of Understanding for Skin and Scuba Diving

This is a statement in which you are informed of some potential hazards of the sport of skin and scuba diving and of the conduct required of you during training. Your signature on this statement is required in order to participate in the diving course offered by _____ located in _____.

Read and discuss this statement prior to signing it. If you are a minor, you must have this form and your medical history form signed by a parent. *These forms must be returned to the instructor before the water skill session.*

Diving is an exciting and demanding activity. When done correctly, applying correct techniques, it is very safe. When established safety procedures are not followed, however, there are dangers. Items One and Two of this statement outline potential hazards in diving. As you read them, keep in mind that they can be minimized through training and that the benefits of engaging in the sport outweigh the minimal risks. Items Three and Four outline the conduct expected of you during training.

1. Health: Diving can be strenuous. Your respiratory and circulatory systems must be in good health. All body air spaces must be normal and healthy. A person with heart trouble, epilepsy, asthma, or a severe medical problem should not dive. Drugs can have severe effects under pressure. If taking medication, consult your doctor and the instructor before starting the course. You must complete a medical history form to enroll in the course, and your instructor may require you to be examined by a physician.

2. Watermanship: Swimming ability and reasonable watermanship are required for diving. Equipment can aid a person in the water, but cannot make up for a lack of swimming skills. Improper use of scuba equipment can result in serious injury or even death. You must be thoroughly instructed in its use under direct supervision of a qualified instructor in order to use it safely. You will not be permitted to participate in open water training until the prerequisite pool or confined water requirements specified by PADI have been satisfactorily completed.

3. Participation: Every session contains important information, and attendance at all training sessions is required. You will be required to make up any training missed. You are expected to study, pay attention in class, take notes, ask questions for clarification, and cooperate in training. Your knowledge and skills will be evaluated and all evaluations must be completed satisfactorily in order to be certified. You must satisfactorily complete at least _____ open water training dives under the direct supervision of a qualified PADI Instructor.

4. Course rules: You will be required to obey commonly accepted pool rules; handle equipment only when instructed to do so, even if you have prior diving experience; remain with your assigned dive partner and with the class at all times; practice skills only during class time and under direct supervision; abstain from the use of intoxicants or drugs during training; assume responsibility for your safety and the safety of others in training; be financially responsible; and be considerate of others in the course.

I understand that in taking this dive course I am incurring obligations for attendance, skill performance, learning, and financial responsibility. I understand that diving is a demanding and exacting sport requiring a commitment of time, money, cooperation, and practice. I have been fully apprised of potential hazards in the sport and am willing to ac-

cept the risks and responsibilities for my own actions. I have read the above statements and have had any questions answered to my satisfaction. I also understand that the instructor must determine my competency as a safe diver and that I may not be awarded certification if my performance is not satisfactory.

Signed _____

Date _____

Print name _____

Age _____

Date _____

Signature of parent or guardian if student under age of 18.

Appendix M

FROM: Scuba Club

SUBJ.: Movement Order Chits

In the past, there have been many questions concerning what to do in order to go on dives. There are two basic types of dives, qualification dives and open water dives. To be placed on a qualification dive movement order a chit, as below, must be submitted to whoever is in charge of the dive, that person will route it after the company officer's approval. Open water dives include all dives other than qual dives. A chit may be submitted as for a qual dive or the diver must be on an authorized weekend and have an approved dangerous E.C.A. chit. If placed on a movement order, a weekend will not be charged.

MIDSHIPMEN REGULATIONS

SPECIAL REQUEST (Midshipmen)		(See instructions below before filling out. Use ballpoint pen or type.)			
		DATE SUBMITTED:			
To:	From (Midshipman):				
COMMANDANT OF MIDSHIPMAN					
VIA:	Class Year	Company	Room No.	Date Section (if Company)	
CHAIN OF COMMAND					
Ref. to:	PCOPR	PCOPR	Let. Adm. Paneling	Let. Logout	
CMDT/MIDINST 1747.5Q					
<input type="checkbox"/> Weekend Liberty <input type="checkbox"/> Dining Out <input type="checkbox"/> _____ Leave <input checked="" type="checkbox"/> Other SCUBA CLUB M.O.					
Address (Care of): _____ (Street, P.O. Box, APO) (City) (State) (Zip)					
Remarks or Reason (if DINING OUT, state with whom & relationship; if EMERGENCY or OTHER, explain):					
SIR, I respectfully request permission to be placed on the Scuba Club movement order for (time) on (date) in order to participate in basic and/or open water scuba qualification dives.					
Very Respectfully Submitted.					
Signature (Midshipman):		Beginning (Time & Date)		Ending (Time & Date)	
		0600 (date)		1830 (date)	
SIGNATURE		APPROVED	DISAPPR'D	If Disapproved, State Reason:	
Squad Leader					
Flight Commander					
GET IT X APPROVED BY YOUR COMPANY OFFICER, THEN GIVE TO WHOEVER IS IN CHARGE OF DIVE FOR FURTHER ROUTING.					
Company Officer		Decorated (Time & Date)		Returned (Time & Date)	
Battalion Officer		Signature (MCBO, MCMD, DOW)		Signature (MCBO, MCMD, DOW)	
Commandant of Midshipmen					
Other					
				INSTRUCTIONS 2 copies for WEEKEND LIBERTY (Sign OUT and IN at Battalion Office) 7 copies for LEAVE (Sign OUT and IN at Main Office. MCMD effect distribution of remaining copies) 1 copy for DINING OUT (Sign OUT and IN at Battalion Office) Midshipman retain one copy while absent.	
NDW-USNA-BBA-1050709 (01-83)					

Appendix N

Scuba Club Equipment Checkout

Name: _____ Co. _____ Date Borrowed: _____

Alpha Code: _____ Date Due: _____

CERTIFICATION: NAUI PADI YMCA NASDS SSI OTHER _____ CARD # _____

QUALIFICATION: BASIC OPEN WATER ADVANCED DIVEMASTER OTHER _____

Equipment Borrowed:

_____ Tank # _____ BC # _____

_____ Regulator # _____ Compass # _____

_____ Weight Belt # _____ Depth Gauge # _____

_____ lbs. _____ Other _____

_____ Wet Suit # _____ Other _____

Notes:

Dive Plan (Tentative):

Location:

I hereby acknowledge that the above information is correct and that I take full responsibility for the equipment borrowed. I realize that I am liable for any damaged or lost equipment.

The above information is correct to the best of my knowledge, and proper equipment checkout procedures have been used.

Signature: _____ Date: _____

U.S.N.A. SCUBA TRAINING REQUIREMENTS

I. Training

A. Instructor Qualifications

1. Certified by national agency in good standing.
2. Minimum of 10 years teaching experience.
3. Emergency Training: Advanced First Aid, C.P.R., Life Saving.
4. Must be familiar with Navy Diving Standards.
5. Must carry Liability Insurance limit \$3,000,000.00.
6. Must comply and be familiar with U.S.N.A. and E.C.A. and other regulations.
7. Be subject authority of U.S.N.A. Officials.

B. Course Content

1. Course must meet National Standards.
2. Must include certifications from Basic to Divemaster.
3. Must have 16 hours pool and 12 hours classroom.
4. Must have 5 hours Open Water Training.
5. Must be willing to utilize and qualify Midshipmen as helpers and assistants.
6. Must organize, on a sufficient basis, Training Dives and recreational dives to meet Midshipman's liberty and leave periods.
7. All Dives must be within a reasonable driving distance.

C. Administration

1. Must provide Training Aids and materials.
2. Must maintain files on each student, active and past for an indefinite period of time, and must make available to Scuba Club and Naval Authorities as requested.
3. Equipment (See List).
4. All air fills for pool and Open water.
5. CO2 cartridges
6. Truck to transport all equipment.
7. Liability Insurance on pool and equipment.
8. Safety Boat and motor for Open Water Dives.
9. Instructor must agree to allow sufficient time for student to complete course and paperwork. This must be done around academic and military requirements.
10. Provide certification cards and central record keeping.
11. Make available Wetsuits in sizes that meet Midshipmans requirements at a minimum charge.

D. General Club Support

1. Supply equipment for Midshipman Assistant Instructors on training and recreational dive at no charge.
2. Organize recreational dives on a regular basis and to encourage Midshipman to participate in supervised dives.
3. Provide repair facilities for Club and Midshipman's equipment at a minimum cost and time delay. (All repairs must be done by factory trained personnel.)
4. Do safety checks on Club Equipment at no charge.
5. Provide storage for Club Equipment and personal equipment during times of inactivity.
6. Use a PMS System on all equipment and maintain records of same.
7. Be responsible for maintenance of Club Compressor and Cascade.
8. Provide special training to Club Officers.

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EQUIPMENT TO BE PROVIDED FOR SCUBA INSTRUCTION AND QUALIFICATION PROCEDURES.

1. Bouyancy Compensator Vests and Jackets with overinflation valve, proper straps, oral inflator and power inflator.
2. Forty tanks and backpacks.
3. Forty regulators with pressure gauges, inflator hoses and octopus.
4. Forty weight belts with lead weights.
5. Co2 cartridges for Vests and Jackets.
6. Forty rental wetsuits with hoods, boots and gloves all to be 1/4".
7. Complete first aid kit.
8. Complete oxygen kit.
9. Five ton truck to transport dive equipment.
10. 5,000 PSI cascade system in truck.
11. 5,000 PSI portable compressor.