



# **Certification Guide for Dive Supervisors**

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# Dive Supervisor Training and certification Guide

Occupational Health and Safety (OHS) agencies are currently moving towards having supervisors, lead workers and foremen in all industries having some form of formal training as a supervisor. This is in response to investigations into worker injuries and fatalities that show a large percent of incidents that could have been prevented if the supervisor had known the extent of his/her responsibilities.

Dive teams are just one of the many occupations that these safety agencies are directing supervisor certification towards. In some jurisdictions supervisor certification is required by regulation and in some jurisdictions, it is only a guideline. However, over the next few years the guideline will become regulation.

## ***What is required to be a Dive Supervisor?***

In Canada, the expectation is that Dive Supervisors be trained to the CSA (Canadian Standards Association) Standards Z275.4 and Z275.5. All OHS agencies in all provinces now recognize the CSA Standards as “the” standard to follow. In these standards, the qualities and requirements that define a supervisor are detailed.

## ***DiveSafe International Supervisor certification program.***

Dive Safe International provides certification to the CSA standards. Additional certification through the DCBC (Diver Certification Board of Canada) is possible by meeting additional requirements and payment of additional certification fees (See Appendix 1).

As DiveSafe International currently only teaches the levels of Unrestricted Scuba and Restricted Surface Supply, we can only certify Supervisors to these levels. If you are interested in Unrestricted Surface Supply Supervisor, contact us for a list of schools who can assist you.

## ***Supervisor certification requirements***

Standards require that Supervisor candidates meet four requirements before certification can be issued. According to CSA Standards a Supervisor candidate must....

- 1) ***take a training course at a school approved by the certifying authority*** (WCB, MOL, or DCBC). *This course may vary in duration, prerequisites and cost depending on the level of certification.*
- 2) ***have experience as a diver in the category they want to supervise in*** (ie: Scuba Supervisor candidates need 1 year and 50 dives, and restricted surface supply supervisors need 2 years and 75 dives)
- 3) ***act as supervisor under the direct observation of a qualified supervisor*** for 16 or 25 dives. *These dives must be documented and signed off by the qualified supervisor.*
- 4) ***act as a supervisor under the direct observation of a qualified supervisor and oversee 3 mock or sham diving incidents*** which include decompression illness, burst lung syndrome and missing diver. *These dives must be documented and signed off by the qualified supervisor.*

*See page 5 for details on these requirements*

## ***DiveSafe International Supervisor course***

The DiveSafe International Supervisor course is designed to provide the training requirement piece (Point 1) of the standard. This course is designed to meet and exceed the learning objectives of the CSA standards for the Supervisor course for both Occupational Scuba and Restricted Surface Supply. The course covers the requirements for both levels (Scuba and Surface Supply) and the candidate will be assigned the level depending upon their experience as either a scuba or surface supplied diver or both if applicable.

**Course duration:** The course is 4 days in duration with 1 day being done in advance by distance learning.

**Course Content:** As per the CSA standards this course will cover the following topics: Elements of Supervising, Motivation and communication, Legal responsibilities and Occupational Health and Safety regulations, accident prevention and management, risk assessment and dive planning.

**Course description:** This course is designed to meet the formal training component piece for the requirements of an Occupational Scuba or Restricted Surface Supply Supervisor in accordance with CSA Standards. Candidate would have to meet the other three requirements in order to qualify for certification. The course covers the essential skills required to provide confident leadership and supervisor skills to direct a safe and effective commercial diving operation.

**Course Costs:**

Tuition: \$799

Book Package: \$135

**Evaluation:** Candidates must attend all 24 hours of direct contact instruction and 8 hours of preparatory study and successfully complete a final exam with a pass mark of no less than 80%.

**Co-requisites:**

Candidates must show documentation that proves they have met the other requirements in the CSA Standard before certification can be granted. These co-requisites are as follows:

- have experience as a diver in the category they want to supervise in (ie: Scuba Supervisor candidates need 1 year and 50 dives, and restricted surface supply supervisors need 2 years and 75 dives)
- act as supervisor under the direct observation of a qualified supervisor for 16 or 25 dives. *These dives must be documented and signed off by the qualified supervisor.*
- act as a supervisor under the direct observation of a qualified supervisor and oversee 3 mock or sham diving incidents including decompression illness, burst lung syndrome and missing diver. *These dives must be documented and signed off by the qualified supervisor.*

### ***DiveSafe International Supervisor Prep course***

The DiveSafe International Supervisor Prep course is designed to provide the co-requisite requirements (Points 3 and 4) of supervisory experience of the standard. The course can cover the requirements for each level (Scuba and Surface Supply) or both.

**Course duration:** The course varies in duration dependent on the amount of experience required to meet the requirements. Usually, this can be completed in 2 or 3 days.

**Course Content:** The Candidate will accompany a DiveSafe Instructor who is a Qualified Supervisor to act as a supervisor under the direct observation of the qualified supervisor. The Candidate will over see the mock (Sham) incident drills required by the standard as well.

**Course description:** This course is designed to meet the formal “Experience under a “Qualified Supervisor” component piece for the requirements of an Occupational Scuba or Restricted Surface Supply Supervisor in accordance with CSA Standards. As a DiveSafe class may have as many as eight students, the required number of supervisor dive can usually be achieved in two days to three days.

**Pre-requisites:**

Candidates must have minimum experience as a diver in the category they want to supervise. Scuba Supervisor candidates need 1 year and 50 dives, and restricted surface supply supervisors need 2 years and 75 dives. Candidates wanting both certifications must meet both requirements

**Course Costs:**

Tuition: \$499

## ***CSA Dive Supervisor co-requisite details:***

### **Point 1 – Training Course**

All supervisor candidates are required to attend and successfully complete a formal Dive Supervisor course.

### **Point 2 – Experience**

Candidates for Scuba Supervisors must have at least one year experience and 50 logged dives as an Occupational Scuba diver. This experience must be properly documented in a log book and signed by the acting supervisor.

Candidates for Restricted Surface Supply Supervisors must have at least two years experience and 75 logged dives as a surface supply diver. This experience must be properly documented in a log book and signed by the acting supervisor.

Candidates wanting both certifications must meet both of the aforementioned requirements.

### **Point 3 – Acting Supervisor**

The Scuba Supervisor candidate must supervise 16 dives while under direct control of a qualified supervisor\* and surface supply divers must supervise 25 dives.

This experience should be documented in a proper Supervisors logbook. If the experience is not logged, then a signed letter from the qualified supervisor detailing the following must be provided:

- Date and location of the dives.
- Name of the divers and contact phone and email addresses.
- Dive details including times left surface, reached bottom, left bottom and reached surface.
- Dive data including surface intervals, effective bottom times, decompression schedules and tables used.
- Dive equipment used.
- Description of work and tools used.
- Customer name and contact.

### **\*Qualified Supervisor**

This CSA requirement uses the term “Qualified” to mean qualified to the CSA Standards and have formal documentation to prove it. Proof of this certification must be provided with the logged supervisory dives. Unfortunately, anything less than formal certification to the CSA Standard is unacceptable for the candidates experience.

Candidates not meeting this requirement can gain this experience by attending DiveSafe International, Supervisor Prep Course.

**Point 4 – Acting Supervisor over Sham incidents**

The scuba supervisor candidate and the surface supply candidate, must each supervise 3 mock or sham incidents under the supervision of a qualified supervisor\*.

This experience should be documented in a proper Supervisors logbook. If the experience is not logged, then a signed letter from the qualified supervisor detailing the following must be provided:

- Date and location of the dives.
- Name of the divers and contact phone and email addresses.
- Dive details including times left surface, reached bottom, left bottom and reached surface.
- Dive data including surface intervals, effective bottom times, decompression schedules and tables used.
- Dive equipment used.
- Description of mock incident.
- Evaluation of the candidate including any constructive criticism or feedback on the performance.

**\*Qualified Supervisor**

This CSA requirement uses the term “Qualified” to mean qualified to the CSA Standards and have formal documentation to prove it. Proof of this certification must be provided with the logged supervisory dives. Unfortunately, anything less than formal certification to the CSA Standard is unacceptable for the candidates experience.

Candidates not meeting this requirement can gain this experience by attending DiveSafe International, Supervisor Prep Course.

**Dual Certifications**

Candidates wanting both Scuba and Surface Supply certifications

Candidates may apply for both certifications but must be able to meet the requirements of both (ie: 1 year/50 Scuba dives and 2 years/75 Surface Supply dives). As well the supervisory dives and mock incident dives must be conducted in each type of gear. (ie: 16 scuba plus 25 surface supply supervisory dives plus 3 mock incidents in scuba gear plus 3 mock incidents in Surface supply).