

## Open Water Expedition Procedure

The Expedition Organisers responsibilities begin at the planning stage of the dive, for example choosing the dive site and obtaining entry permission, ensuring the dive site is safe and suitable for all the divers intending to dive, ensuring the BDO has been informed of all relevant information (including location of dive, type of diving and divers attending), ensuring all the proper equipment and paperwork will be readily available and there will be sufficient people available on the day to undertake all the roles required.

The Expedition Organiser may, where appropriate, delegate certain tasks to other personnel such as the Dive Marshall, Equipment Officer or Safety Officer but ultimate responsibility always lies with the Expedition Organiser.

The Expedition Organiser must ensure following tasks are properly completed:

- Appoint the following personnel: Dive Marshall, Dive Leaders, Equipment Officer, Safety / First Aid Officer, fully kitted stand-by diver and if necessary boat handlers
- Ensure the Dive Marshall has an adequate supply of dive log sheets
- Ensure the Equipment Officer has a reasonable supply of spares
- Ensure the Safety Officer has access to a first aid kit and if possible an oxygen kit
- Ensure a risk assessment for the site and a specific assessment and log sheet for each dive are fully completed
- Ensure a supply of incident report sheets / accident management flowcharts are available if required
- Ensure all divers are properly briefed by the Dive Marshall on all aspects of the dive
- Ensure Dive Leaders properly plan their dives and brief their buddies accordingly
- Ensure the least experienced divers are buddied up with the most suitably experienced dive leaders. Trainees must always be with a BI
- Ensure all divers have adequate air for the planned dive
- Ensure each diver carries out a thorough buddy check on all equipment and reports to the Dive Marshall before diving
- Ensure an A-Flag is displayed where necessary
- Ensure divers are properly debriefed by the Dive Marshall after the dive and any comments recorded
- Ensure the dive site is left tidy and undamaged and any fees are paid
- Ensure proper records are kept and returned to the BDO promptly

It is the Expedition Organisers responsibility to ensure that before the dive the following information is recorded and is readily available at any time during and after the dive:

- Nearest operable telephone and if possible operable mobile phone (i.e. with good signal & battery strength) and if on a boat the location and instructions for use of the ships radio, pre-tuned to channel 16 (the emergency frequency)
- Emergency contact details for both national services such as Coastguard or Ambulance Service and also local facilities such as the Harbour Master
- Contact details for nearest operable decompression chamber but bear in mind that this maybe in use so the first point of emergency contact is always 999 to request the Coastguard (even at inland dive sites) or 'Mayday, Mayday, Mayday' on Channel 16 if aboard a boat
- Names of all diving personnel and their experience
- Details of the dive site; location, depths, local information and safe access details
- Details of air before and after the dive for each diver including usage of pony cylinders etc
- Details of dive times for each diver
- Details of maximum depths, bottom times and any stops made for each diver
- Details of all equipment to be used including compulsory items such as D-SMB's where required by the skipper of a boat
- Details of any training taking place along with results of any assessments undertaken