

In order that Sheffield Scuba and its members adhere to BSAC policy to maintain safe and fun diving as specified here: <https://www.bsac.com/advice-and-support/club-support/diving-support/diving-officer-and-diving-member-responsibilities/> please ensure that you follow the steps in advance of going diving.

Pre-requisites and points applicable to all diving

Step	Y/N
1. Ensure you are currently a member of Sheffield Scuba and BSAC	
2. Ensure you have completed the Annual Diving Member Certification which requires you to read and understand the following: <ul style="list-style-type: none"> Risk Assessments here: https://www.sheffieldscuba.com/nmriskror https://www.bsac.com/advice-and-support/club-support/diving-support/diving-officer-and-diving-member-responsibilities/ Requirements for diving plans, as mentioned on the website here: https://www.sheffieldscuba.com/nmriskror <i>"To help everyone have a safe and successful dive. The Diving Officer (DO) needs to have dive plans from club members planning to go diving:</i> <ul style="list-style-type: none"> <i>For Ocean and Sports Divers, the DO will need full detailed plans agreed in advance.</i> <i>Dive Leaders, Advanced Divers, and Instructors, the DO will need a high-level plan of what will be undertaken, as the DO will delegate responsibility and Dive Management to those individuals with high levels of training and experience.</i> <i>The caveat is when divers are going on a diving holiday with guided diving, where plans are not really possible till just before diving – in this case, a general summary of expected diving will suffice in advance of the trip."</i> 	
3. Ensure you are medically fit to dive? Is your medical form valid and true at this point? (https://www.bsac.com/news-and-blog/medical-forms-updated-for-covid-19/)	
4. Ensure you log your dive details, per the dive management sheets DOWNLOAD HERE and send to the DO after.	
5. COVID-19 – Ensure you are familiar with the Guidance Summary document for Sheffield Scuba based on the full articles published by BSAC. Access it here: https://www.sheffieldscuba.com/nmriskror	

Different Types of Diving

The following sections detail what is required based on the type of diving, and should be understood in relation to the blue comments in step 2 above. Please ensure they are submitted to the DO 4 days in advance of diving being planned in order to allow review and any feedback.

UK Inland Diving Site

- For each buddy group, a Dive plan detailing entry, emergency contact numbers/steps, dive plan (what you are doing, where you are going, compass bearings etc), exit, backup plan. Profile and air calculations, including time/gas signals for ending the dive:
 - A template in PDF can be found here: <https://www.dropbox.com/s/d66ygcj1176ccb9/Dive%20Plan.pdf?dl=0>
 - A template in Excel can be found here: <https://www.dropbox.com/s/4bffku5aou9tz9d/Dive%20Plan.xlsx?dl=0>

UK Shore Diving Site

- For each buddy group, a Dive plan detailing predicted weather, tidal information, entry, emergency contact numbers/steps, dive plan (what you are doing, where you are going, compass bearings etc), exit, backup plan. Profile and air calculations, including time/gas signals for ending the dive:
 - A template in PDF can be found here: <https://www.dropbox.com/s/d66ygcj1176ccb9/Dive%20Plan.pdf?dl=0>
 - A template in Excel can be found here: <https://www.dropbox.com/s/4bffku5aou9tz9d/Dive%20Plan.xlsx?dl=0>

UK Boat Diving

- Boat diving in the UK often dictates that you are unsure of the actual dive plan till shortly before the diving commences. The Dive Manager of the day will take responsibility as a delegate from the Diving Officer to ensure this is safe for all members of the diving group. Each individual buddy group will then confirm their plan as needed with the Dive Manager on the day. The Dive Manager will submit to the Diving Officer in advance of the trip an outline of expected type of diving and members attending, to allow a discussion around any potential risks and challenges with the group.
- Individuals are not required to submit in advance, their own dive plans for this type of diving, unless the individuals are operating only as a small buddy group in which case one of them becomes the Dive Manager (as above).

Diving Abroad

- Diving abroad often dictates that you are unsure of the actual dive plan till shortly before the diving commences. Often you are diving with local guides who take responsibility for the dives, or if operating as non-guided diving, the DO will delegate Dive Management authority to one of the party. In advance of the trip, the Dive Manager or individual will submit to the Diving Officer in advance of the trip an outline of expected type of diving and members attending to allow a discussion around any potential risks and challenges with the group. Dive plans will be agreed on the day with the dive guide or Dive Manager.