



MEMBER'S HANDBOOK

Carlisle and District Divers Member's Handbook

Introduction

These rules are in addition to The Branch Bye-laws and The Memorandum, Articles of Association & Rules of The British Sub-Aqua Club which members must also abide by. All members should have received these documents on joining however the Branch Secretary can provide further copies if required.

If any conflict arises between rules contained in this handbook and The Branch Bye-laws or The Memorandum, Articles of Association & Rules of The British Sub-Aqua Club then the latter documents will take precedence.

Other useful sources of information that members should take heed of are the BSAC Safe Diving booklet and, especially useful for committee members but relevant to everyone, the BSAC Branch Officer's Handbook; both are available from the BSAC website.

Dates prior to February 2011 denote Solway Sub-Aqua Club rules that were adopted in their entirety or with minimal changes, for example SSAC altered to BSAC or BDO to DO etc.

1	<u>MEMBERSHIP</u>	
1.1	BSAC and branch membership fees will be collected annually by a single direct debit payment and no refunds will be given by the branch to members who wish to cancel their membership after their renewal date	17/5/18
1.2	If a direct debit collection is unsuccessful the Membership Secretary will contact the member concerned: <ul style="list-style-type: none"> • If non-payment is due to a banking error or other problem outside the member's control up to 2 further monthly attempts to make the collection will be made during which time all membership benefits including diving will be unaffected • If the member does not respond or indicates that they wish to resign from the club this will take effect immediately and BSAC will be notified accordingly • Any member found to be abusing this period of grace will in future be deemed to have resigned from the club and thus forfeited all benefits immediately upon any further direct debit collections being unsuccessful 	AGM 14
1.3	Members should remember that direct debit fees will continue to be collected annually. Should a member wish to cease membership it is their responsibility to contact BSAC directly to inform them of this and also arrange for the direct debit to be cancelled with their bank at least 30 days before the renewal is due	17/5/18
1.4	Usually, the minimum age for branch membership is 18, however, in exceptional circumstances a close relative of long established current members aged 16 or 17 may be accepted subject to the following: <ul style="list-style-type: none"> • Each case will be considered separately and the agreement of the full committee is required prior to a minor being accepted as a member • The current member remains ultimately responsible for the welfare of the minor, however, the DO and a named instructor will ensure that the BSAC Buddyguard Policy is adhered to • The current member must be a Dive Leader or above to allow them to undertake experience dives with the minor, fully appreciate the Ocean Diver and Sports Diver training schedules and be involved in training where appropriate • The current member must accompany the minor on all branch activities including diving, pool nights and social events • It is accepted that when the minor is on a branch activity there may be occasions when the current member must leave the minor such as when undertaking a dive etc; instances of this must be kept to a minimum and Dive Managers etc must ensure that, in accordance with the Buddyguard Policy, the minor is always accompanied by two or more adults • In accordance with the Buddyguard Policy minors on branch trips etc must have private accommodation and not share facilities except with the current member • Expedition Organisers, Dive Managers and social event organisers may decline to accept minors on trips, dives and social events • Individual instructors may decline to instruct minors 	EGM 17
1.5	There are no discounts in branch membership fees for couples, families, students or minors etc	EGM 17
1.6	All new members are required to be accepted by the Branch Committee; this has been delegated to The Membership Secretary who may seek advice from The DO if required	21/2/11
1.7	Members are expected to behave in a reasonable manner at all times, if not the committee has the right to remove the offender from the Branch	14/8/06
1.8	Members are expected to respect the property of others at all times, if not the committee has the right to remove the offender from the Branch	AGM 98
1.9	Associate Membership is a non-diving membership not requiring a medical or giving entitlement to use club equipment or to receive air fills but will include use of the pool for swimming and access to social events	AGM 12
1.10	Associate Members may serve on the Committee in any position other than Diving Officer and have full voting rights at General Meetings	AGM 12

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1.11	Conversion from Full Branch Membership to Associate Branch Membership is only possible when renewing	AGM 14
1.12	Conversion from Associate Membership to Full Branch Membership is possible at any time by applying to the Membership Secretary and paying, by additional direct debit, the appropriate fee	AGM 14
1.13	All club members must also be members of our clubhouse, Wigton Rugby Club. The fees for this are included in CADD membership and will be paid to WRUFC annually in April by The Treasurer on behalf of CADD members.	AGM 15
1.14	CADD membership also includes entry into WRUFC's Member's Draw. New members will be entered into this draw the April following commencement of their CADD membership and will not be eligible to win prizes until this time. CADD members allowing their membership to lapse will immediately forfeit their entry into the draw and any prizes won will be paid to CADD.	AGM 15

2	<u>BRANCH MANAGEMENT</u>	
2.1	To hold a post on the branch committee members must have current branch and BSAC membership; any committee member allowing their branch or BSAC membership to lapse will be removed from the committee without further notice and an acting replacement co-opted from the branch membership for the remaining term	AGM 98
2.2	Office bearers unable to attend committee meetings must send an apology and brief a deputy or submit a written report; any committee member failing to do so twice will be removed from the committee without further notice and an acting replacement co-opted from the branch membership for the remaining term	AGM 08
2.3	Any issues with a meeting or the minutes thereof must be raised at the meeting following; after this time no issues with the meeting or minutes will be discussed	4/2/13
2.4	Any new ruling made by future committees or AGMs to be included in this handbook	14/8/06
2.5	Any proposal on the AGM agenda must either be withdrawn by the proposer or voted upon; if the vote is not unanimous a record of how individuals voted must be recorded in the minutes unless the vote was held by secret ballot	AGM 13
2.6	The treasurer must ensure that a financial reserve equal to the cost of 26 pool sessions is maintained at all times; this is to give a breathing space for fund raising to take place to keep the Club going during a future financial crisis. As pool charges rise so will the required financial reserve. If used urgent steps must be taken to build fund back up to the required level.	1/10/12
2.7	Members (including those serving on the committee) with a grievance should inform the Training and Welfare Officer who will: <ul style="list-style-type: none"> • Try to solve the problem directly; or • Direct the member to the committee member most appropriate to the situation; or • If the situation cannot be resolved amicably by either of the above will bring the matter to the next committee meeting for consideration 	15/4/13
2.8	Any queries or questions raised as per clause 2.7 should be put in writing and sent to the TWO at least two days prior to the meeting so there is better time to get an understanding of what the member requires	12/8/14
2.9	When no instructors are available the pool should remain open for the use of other members for swimming and socialising provided at least 6 members commit to attending and a lifeguard can be arranged. Wherever possible such closures should be agreed at a prior committee meeting	5/8/13

3	<u>THE POOL - GENERAL</u>	
3.1	On pool nights training is paramount; no other activities must conflict with this	14/8/06
3.2	Divers shall be kept separate from snorkelers and swimmers by means of a dividing rope	20/6/16
3.3	All divers and snorkelers in the pool must always use the correct surfacing drill	5/3/92
3.4	Divers and snorkelers practising in the pool are reminded that trainees will be watching them and must therefore set a good example	20/6/16
3.5	Divers must operate the buddy system when in the pool unless agreed in advance by the DO	20/6/16
3.6	Unless all members using the pool are included ball games are not allowed	AGM 98
3.7	Any rules posted by the pool management must be obeyed	14/8/06
3.8	Pool property must be respected; machinery and electrical systems etc must not be tampered with	14/8/06
3.9	Any pool equipment used must be tidied up properly	14/8/06

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3.10	Members are welcome to bring guests including under 18s to the pool to swim, subject to there being sufficient space to do so and on the condition that any under 18s are under the direct supervision of that club member at all times	AGM 09
3.11	When poolside, outdoor footwear must be removed or covered with overshoes	GM 11
3.12	To avoid congestion all members who are not going in the water must use the chairs near the gents changing room and not gather in the foyer; members going on aqualung should do so promptly and must not linger in the foyer	21/2/11

4	<u>POOL SAFETY OFFICER</u>	
4.1	Under clause 5.6 of the Wigton Baths NOP CADD are permitted to manage the safety of swimming and diving activities based on BSAC guidelines by means of a nominated Pool Safety Officer (PSO) <ul style="list-style-type: none"> • They must hold a BSAC Sports Diver or higher qualification and be a long standing member of the Club • They must be nominated by the committee and recorded as such by the Secretary • They must be familiar with the BSAC 'Pool Safety Officer Guidelines' (leaflet T1) and ensure that all requirements therein are met • They must understand the requirements of the Wigton Baths Normal Operating Procedure (NOP) and associated Emergency Action Plan (EAP) and are responsible to the committee for ensuring that the requirements therein are met during the pool session 	20/6/16
4.2	The PSO is responsible for ensuring that all rules in section 3 of this handbook are adhered to	20/6/16
4.3	The PSO is responsible for ensuring that an adequate rescue function is maintained and that the NOP and EAP are adhered to as required.	20/6/16
4.4	The rescue diver will be in readiness to enter the water at any time during the session as per BSAC guidelines and must not leave the pool hall or be distracted whilst there are members in the water	20/6/16
4.5	The PSO is responsible for ensuring the following actions are carried out at the end of the session <ul style="list-style-type: none"> • All members are out of the water • The dividing rope has been removed and stored correctly • The pool cover is replaced • No club equipment has been left poolside • The office is left as found if it has been used for theory lessons • Office windows are closed • Both male and female changing rooms are checked and empty • The disabled changing room is checked and empty • Any property left in the changing rooms is collected and returned to the owner wherever possible • The club equipment cupboards are locked unless compressor operations are ongoing • The lights in the boiler room are switched off unless compressor operations are ongoing • The internal door to the boiler room is shut and locked • All pool hall and changing room lights are switched off • The foyer lights are switched off • There are no members left in the building with the exception of the boiler room if compressor operations are ongoing • The main front door is shut and locked, both locks must be secured correctly • The external boiler room door is shut and locked unless compressor operations are ongoing • The light in the cylinder store room is switched off unless compressor operations are ongoing • The cylinder store room door is shut and locked unless compressor operations are ongoing 	20/6/16
4.6	There must be no lone working, the PSO must be accompanied until the main front door is secured	20/6/16
4.7	The PSO is responsible for ensuring that the pool keys are kept securely and handed over as required when a new PSO takes duty	20/6/16

5	<u>BRANCH TRIPS</u>	
5.1	It is the responsibility of the Dive Manager to operate trips under BSAC rules and in addition the Branch recommends the following guidelines: <ul style="list-style-type: none"> • Deposits should be substantial and proportionate to the cost of the trip • Deposits are generally non-refundable; if you don't go on the trip you can expect to lose your money unless the trip is cancelled • If the cost of an expedition depends on a boat etc being full the organiser must do everything they reasonably can to ensure the trip is filled in good time in order to minimise any additional expenses being incurred by party members • The balance of the cost will be paid at least one month before the departure date; failure to do this may result in the loss of the place and the deposit • Participants dropping out are welcome to replace themselves to avoid forfeiture of their money however the organiser will retain a veto on this if the replacement is thought to be unsuitable for any reason 	5/12/11

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5.2	<ul style="list-style-type: none"> • In the event of a company to which deposits etc have been paid ceasing to trade the organiser will not be liable for any such losses so it is recommended that party members arrange their own insurance <p>To avoid confusion with other clubs all trips must be booked in the organisers name or using the full club name 'Carlisle and District Divers'; this must not be shortened to 'Carlisle Divers' etc</p>	6/8/12
6	<u>DIVING</u>	
6.1	The consent of the DO or their nominee must always be obtained prior to any dive taking place otherwise this will be classed as a private dive and will not be covered by BSAC insurance.	8/4/93
6.2	In addition to Branch & BSAC membership diving members must also have an up-to-date medical at all times, failure to do so will result in access to diving, training, equipment and air fills being withdrawn	AGM 98
6.3	Dives must be properly conducted in accordance with BSAC open water diving procedure	AGM 98
6.4	All dives, wherever they take place, must be recorded appropriately	8/4/93
6.5	All necessary documents must be completed and submitted to the DO as soon as possible after diving; if diving with another branch duplicates are required	8/4/93
6.6	All incidents must be reported to the DO on an incident sheet; an incident is any abnormal event which involves aborting a dive or any unplanned or uncontrolled ascent, this includes diver separation	AGM 98
6.7	It is not the responsibility of the committee or DO to notify members of branch dives; members must contact the DO or check the website to find out where dives are to take place after which all queries should be directed to the expedition organiser	GM 11
6.8	Depth limits, subject to rules 6.9, 6.10 & 6.11 are:	GM 11
	Trainee: Specific limits for each dive, not to exceed 20m	
	Ocean Diver: To a depth which is initially limited to the maximum experienced during training but which can subsequently be extended progressively, under the supervision of a qualified instructor, to a maximum of 20m	
	Sports Diver: To a depth which is initially limited to 20m but which can subsequently be extended progressively, under the supervision of a qualified instructor, to a maximum of 35m	
	Dive Leader: To a depth which is initially limited to 35m but which can subsequently be extended progressively, under the supervision of a qualified instructor, to a maximum of 50m	
	Advanced: 50m following progressive build up to depth	
	First Class: 50m following progressive build up to depth	
6.9	Divers holding additional technical or rebreather diving qualifications should consult the DO prior to undertaking branch dives outside these limits	14/3/11
6.10	Rule 5.8 does not supersede the DO's authority to set safety standards within the branch such as setting lower limits for specific members	AGM 98
6.11	No planned dive deeper than 35m to take place without the express permission of the DO; deep diving procedures must be properly implemented for all such dives	GM 11
6.12	Qualified divers may use computers on branch dives provided that all divers in the buddy group are doing so	GM 11
6.13	All divers must have at least one viable alternate air source with a hose of a suitable length	14/8/06
6.14	Members who have not dived for a prolonged period must seek advice from the DO	AGM 98
5.15	BSAC state that you should always have an adequate reserve of gas and at least one third of cylinder capacity is strongly recommended at the termination of a dive. An absolute minimum of 40 bar remaining regardless of capacity is required; anything less than this must be regarded as unsafe and reported to the DO.	14/3/11
6.16	It is recommended that all divers who are qualified to do so should carry a delayed SMB on all dives (including lake dives) to be deployed in the event of diver separation.	6/2/12
6.17	Rigid Inflatable Boats (RIBs), similar craft and hard boats used for branch diving must comply with The Combined Diving Associations 'Guidelines for the Safe Operation of Member Club Dive Boats' and should make every attempt to comply with the Maritime and Coastguard Agency's 'Small Vessels Code'. Their operation must follow 'BSAC's Safe Diving Guidelines' and 'The Divers Code of Conduct'. It may however be assumed that for any commercially chartered vessel compliance with these or other applicable standards remains the responsibility of the skipper / operator.	14/10/14

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7	<u>INSTRUCTORS & TRAINING</u>	
7.1	All instructors training within the branch must adhere to the current version of the BSAC Instructor Manual and training schedule	2/6/08
7.2	Experienced Sport Divers or above who have attended an IFC are qualified to act as Assistant Instructors <ul style="list-style-type: none"> • They must have the specific approval of the DO • They must be supervised by an OWI or higher • They are not authorised to sign the QRB 	GM 11
7.3	Trainees must have their QRB available for signature immediately after training has taken place, instructors are not obliged to back date signatures	27/5/02
7.4	Prior to joining the Branch or BSAC new trainees may receive a Try Dive, Ocean Diver Theory Lesson 1 and snorkel training, this must be done within a maximum 30 day period as per BSAC insurance. Once this period has expired all trainees must have become members of both the Branch and BSAC to continue training	23/5/11
7.5	All Try Dive candidates must complete all relevant BSAC paperwork prior to the Try Dive taking place	GM11
7.6	No training may take place during Try Dives	2/10/97
7.7	ADIs may conduct Try Dives; where ADIs are used the session must be under the on-site supervision of a BSAC nationally qualified instructor	1/10/12
7.8	Trainees & instructors should ensure they arrive at the pool early so training may commence on time	1/11/91
7.9	Instructors are to ensure that trainees know how to store branch equipment correctly and that they do so after each pool session	5/2/98
7.10	All members are urged to attend training lectures whenever held	GM 11
7.11	Anyone arriving late for lectures may be admitted at the discretion of the lecturer however they will not be signed up for that lecture	13/4/95
7.12	The DO or their nominee must be specifically informed of any training or assessments to take place in open water	14/8/06
7.13	When Ocean Divers are undertaking open water training the student / instructor ratio should be one to one. This does not preclude utilising a suitably qualified diver in support as either a rescue diver or to assist with the completion of skills necessitating two persons	5/8/13
7.14	If a trainee forms part of a buddy group BSAC 88 tables must be adhered to and the trainee made to do the calculations	GM11
7.15	The safety of the trainee is paramount; instructors who have not been active during the previous 12 months must demonstrate knowledge of current dive theory and practice to the satisfaction of the DO before diving with a trainee	14/8/06
7.16	There will be no branch sponsorship for club courses; individuals will be responsible for paying all costs	3/4/06

8	<u>BRANCH EQUIPMENT</u>	
8.1	To use branch equipment members must maintain branch and BSAC membership as well as a current medical	6/5/99
8.2	Hired equipment must be booked out in the manner approved by the Equipment Officer	AGM 98
8.3	Unless previously agreed by the Treasurer hired equipment must be paid for promptly	AGM 98
8.4	Faulty equipment is to be brought to the attention of the Equipment Officer or their nominee	AGM 98
8.5	All equipment used for pool training or open water diving must be cared for, cleaned and returned to the store after use	14/8/06
8.6	Unless previously agreed with the Equipment Officer or their nominee hired equipment must be returned on the first Monday after the expedition, items not returned will be charged at the current rate for each week overdue	AGM 98
8.7	When instructors are unable to use their own equipment the Equipment Officer or their nominee may provide branch equipment free of charge for the sole benefit of the trainee involved; an instructor using such equipment in the absence of a trainee will be charged at the current rate	14/8/06
8.8	The oxygen kits may not be lent to other branches or individuals who are not branch members	1/6/00
8.9	The oxygen kits are to be kept centrally, in the event of them being required by several groups the DO will decide where they may be most beneficial	1/6/00

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8.10	No storage of personal equipment at the pool without the express approval of the Equipment Officer, any equipment left for four or more weeks may be disposed of at the discretion of the Equipment Officer	14/8/06
8.11	The Equipment Officer, with explicit agreement of the Treasurer, is authorised to carry out urgent repairs to existing equipment up to a maximum value of £300 without consulting the Committee however a full report must be made by the Equipment Officer at the next committee meeting and value for money must be obtained	AGM 12

9	<u>THE COMPRESSOR – SEE ALSO APPENDICES 1 & 2</u>	
9.1	All members must make every effort to get their cylinders filled during the usual Monday night pool session; there will be no obligation for key holders to turn out for members who have not attended at this time	4/6/07
9.2	Members are responsible for ensuring all cylinders, club or private, are full on collection and / or after filling	25/6/12
9.3	Compressor operators only to remain in the compressor room whilst the compressor is in operation, other members may enter only to collect or return equipment but must leave immediately they have done so	2/10/92
9.4	No smoking near compressor intake hoses	GM 11
9.5	Car engines must not be left running near compressor intake hoses	AGM 98
9.6	Non-members will be charged at the current rate for all air fills; there will be no reduction in cost for partial fills or pony cylinders	AGM 05
9.7	The committee has the power to reduce or waive compressor charges in the event that another branch whose own compressor is out of order ask us for assistance	AGM 05
9.8	Compressor room key holders must adhere to the conditions set down in the agreement between the Pool Manager and the branch (Appendix 1)	4/6/07
9.9	The availability of additional filling sessions is for the benefit of the entire membership not just key holders own personal use; key holders must make reasonable efforts to publicise additional filling sessions	4/6/07
9.10	Only trained members are to use the compressor; suitable training will be arranged by the Equipment Officer	AGM 98
9.11	All compressor operators must complete the log book	4/6/07
9.12	Only in test cylinders to be filled	3/6/93
9.13	All cylinders being filled must carry an appropriate contents label (Breathing Air / Nitrox etc); it is also strongly advised that cylinders, other than those less than 2 ½ years old, should have a 'Next inspection due' sticker	12/8/14
9.14	Under no circumstances may air gun or other cylinders that are exempt from testing be filled	4/10/04
9.15	Compressor not to be left unattended whilst in operation	2/10/92
9.16	Ear defenders must be worn in the compressor room if the compressor is in operation	6/6/96
9.17	Nitrox fills will be charged according to the volume of oxygen used in the fill, the charge will be in pence per litre and the exact figure will be determined having regard to the cost of the oxygen, cylinder rental and cylinder handling charges set by the supplier. It may be necessary to amend this figure in line with changes in the overall costs incurred by the club	30/9/13
9.18	Under normal circumstances nitrox will only be available to Club members who are trained in its use	AGM 13

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APPENDIX 1

This agreement cannot be amended without the consent of the Baths Trust

Access Agreement Between Carlisle and District Divers & Wigton Baths Trust

- Key holders should consult the latest baths timetable to determine the best time for access
 - Ideally access should be limited to times when the pool is closed
 - The latest timetable is available at <http://wigtonbaths.co.uk/opening-hours/>
- There will be absolutely no access when:
 - Private groups have hired the pool
 - The pool is being used by schools
 - Other child / family focussed activities are taking place
 - The car park is excessively busy
- If staff are present they must be notified by the key holder on arrival and departure
 - Pool staff will only allow access to authorised key holders
 - CADD members will have no access beyond the boiler room
 - On finishing work pool staff may lock up the main building and depart leaving the key holder and other club members on-site

The Baths Trust has no objection to key holders accessing the pool when other activities are taking place but requires the courtesy of their staff being informed

- The Baths Trust must be notified who key holders are
 - CADD will provide the Baths Trust with a list of key holders
 - The list will include address and phone details
 - Key holders cannot lend their key to any one else
 - CADD will promptly notify the Baths Trust of any changes to the list of key holders

The Baths Trust need to know who has access to their property

- There will be a system to monitor access
 - A log book to sign in and out of building
 - Date
 - Time in
 - Persons present
 - Time out

The Baths Trust needs to be able to trace those who have accessed their property in the event of any subsequent problems

- Key holders will accept that they have a responsibility to ensure the security of the pool premises when on-site and on departure
 - Key holders will not allow any non-club members on to the premises

The Baths Trust need to ensure their property is secure

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APPENDIX 1 CONTINUED

- The number of keys in circulation is to be limited to a maximum of 5 (plus one held by the pool)
 - The keys are to be on 'security blanks' and will not be easily copied
 - A deposit of £20 will be charged by CADD to each of the appointed key holders

The Baths Trust need to ensure keys do not become easy to obtain

- Keys will be collected in annually prior to the club AGM and deposits repaid
 - Keys will be re-issued after the AGM
 - New key holders must:
 - Meet all criteria set out in this agreement
 - Pay a deposit for their key
 - Sign a key holder agreement to accept the conditions of:
 - This access agreement
 - The appropriate risk assessment
 - Having been trained to operate the compressor

CADD have a duty to ensure all keys are accounted for at all times and that new key holders are aware of their responsibilities

- Only long standing club members who have been approved by the club committee are eligible to be key holders

CADD have a duty to ensure that only trusted members are key holders

- Only trained compressor operators are eligible to be key holders
 - All key holders will sign to accept that they have been trained

The Baths Trust need to ensure only trained operators have access to machinery on their property

- All key holders must sign to accept the current risk assessment prepared by the Baths Trust
 - No member may enter the chained off area in the boiler room
 - The middle door is to be kept locked
 - There will be no access to the pool from the boiler room except during CADD pool sessions
 - There must be no lone working
 - A minimum of two persons must present at all times
 - The second person must remain in contact with the operator
 - Ear defenders must be worn by all present when the compressor is in operation

The Baths Trust requires this for health & safety compliance

- CADD will provide a first aid kit to be kept in the boiler room

The Baths Trust requires this for health & safety compliance

APPENDIX 2

Nitrox Partial Pressure Gas Blending Policy

Nitrox partial pressure blending involves the introduction of a pre-determined pressure of pure oxygen into an oxygen clean cylinder which is then topped off by oxygen compatible air to the cylinders working pressure. Mathematical calculations or computer software are used to determine the exact pressures required.

The system comprises a mixing panel complete with an accurate gauge, which is supplied with oxygen from a 50 litre 'J' cylinder stored in the cylinder store and also double filtered oxygen compatible air from the compressor.

Cylinders in oxygen service can be filled directly from the compressor without the need for additional filtration, such as the use of a 'personal' filter.

Whilst the most straightforward method of blending is to start with an empty cylinder it is more economic, in terms of oxygen consumption, to refill cylinders without draining them.

A disadvantage of this "topping-up" method is that oxygen can only be added if the pressure in the oxygen cylinder is at a higher pressure than the cylinder being filled.

If there is too much residual gas in the cylinder being filled for the desired mix to be achievable with the available oxygen, then it may be necessary to bleed some of the residual gas off before filling.

Nitrox partial pressure gas blending MUST only be undertaken by approved nitrox blenders holding an appropriate gas blending qualification, through either BSAC or other recognised training agency; and only trained persons must operate the compressor.

A list of members so authorised will be maintained and displayed in the compressor room.

The club will maintain a record of all members detailing their qualification to use nitrox and the mixes they are certified to use; a copy of this list is to be kept with the nitrox blending equipment.

Members MUST inform the Diving Officer if the details of their qualification are incorrect.

Under normal circumstances nitrox will only be available to members of Carlisle and District Divers who are trained in its use.

Cylinders produced for filling must be in test, in oxygen service, and correctly labelled. Nitrox gas blenders will refuse to fill a cylinder if they believe that safety may be compromised in the filling or in the use of the cylinder for whatever reason.

Cylinders to be filled must be presented and collected by a person qualified to use the nitrox mix requested.

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APPENDIX 2 CONTINUED

All nitrox fills must be analysed at the time of collection and the percentage of oxygen and the maximum operating depth (MOD) must be marked on the cylinder.

An oxygen analyser and MOD chart will be available in the compressor room together with a roll of tape and a permanent marker for this purpose.

The individual collecting the cylinder will then complete the 'Nitrox Fill Log' with all relevant details including the date, name, mix requested, result of analysis, maximum operating depth at ppO₂ of 1.4 bar and signature to confirm the analysis.

In the event that individuals are unable to collect cylinders immediately upon filling the blender will lock it in the cylinder store until such time as the suitably qualified person is in a position to collect the cylinder. Upon collection the cylinder must be analysed and the 'Nitrox Fill Log' completed.

It is the responsibility of the gas blender to ensure:

- That the person being provided with nitrox has a level of certification commensurate with the desired nitrox blend
- That the cylinders being filled are labelled correctly
- That the cylinders being filled are in oxygen service
- That a suitably qualified individual completes and signs the 'Nitrox Fill Log' before removal of the cylinder
- That they countersign the 'Nitrox Fill Log' and record the litres of oxygen used in providing the fill
- That the Treasurer is notified of the total number of litres of oxygen used for each person receiving nitrox

The Treasurer is responsible for collecting all fees due in respect of the supply of nitrox and oxygen.

Nitrox fills will be charged according to the volume of oxygen used in the fill; the charge will be in pence per litre and the exact figure will be determined having regard to the cost of the oxygen, cylinder rental and cylinder handling charges set by the supplier.

It may be necessary to amend this figure in line with changes in the overall costs incurred by the club.

In determining this figure account will be taken of projected wastage, i.e. unusable gas returned to the supplier.

The volume of a 'J' cylinder is 50 litres, there will be wastage of 30 Bar thus 1500 litres of unusable gas; this wastage figure is calculated utilising gas blending software to work out the minimum pressure of oxygen required to provide a 210 bar fill of 32% nitrox. So for each 'J' cylinder of oxygen hired we have 8500 litres of usable gas.

This charge is not intended to cover the cost of installing or maintaining the blending equipment.