

CADD Dive Manager's Checklist

Some items will not be applicable to some dives and this list should be sensibly adapted to suit the situation.

- Pre-dive Planning**
 - Discuss proposed dive with DO
 - Obtain as much dive site information as possible, i.e. wreck tours, guide books etc
 - Make preliminary enquiries for boat, gas & accommodation as necessary
 - Contact all club members, make qualification and experience pre-requisites clear
 - Ensure sufficient instructors are available and willing to participate in any training
 - Ensure dive site is safe & suitable for all divers accepted to attend
 - Collect deposits from interested members
 - Book boat & accommodation
 - Open trip to non-club members if empty spaces require filling
 - Collect balance of trip costs
- Mandatory Paperwork**
 - Ample supply of CADD Log Sheets
 - CADD Dive Specific Risk Assessment for each day and dive site
 - Appropriate CADD Risk Assessment for each location and type of dive
 - BSAC Incident Procedure sheet
 - BSAC Casualty Assessment sheets (x2 minimum)
 - Contact details of all divers attending
- Desirable Information**
 - CADD Dive Manager's Manual (contains some of the mandatory paperwork listed above)
 - Current CADD Membership List (should be included in CADD Dive Manager's Manual)
 - Dive site information, i.e. wreck tours, guide books etc
 - Information on alternative dive sites in case primary site is unsuitable on the day
 - Details of local dive shops etc for spares / repairs
 - Maps & charts
 - Tide tables
 - Weather forecast
- Pre-dive Preparations**
 - Liaise with Equipment Officer to ensure equipment & gas will be available
 - Collect, or otherwise ensure, oxygen & first aid kits will be available at the dive site
 - Collate required emergency information such as nearest A&E
 - Pre-complete risk assessments as far as is possible
 - Verify all divers are suitably qualified for planned dives by examination of log book or QRB if necessary
 - Confirm to DO members diving, type of diving planned and all training taking place
 - Alter plans as required based on feedback from DO
 - Make preliminary plans for buddy pairs, dive activities etc (subject to change due to on-site events)
 - Carry out final check on weather conditions, tides and sea state; abort dive if necessary
 - Confirm final plans with divers attending i.e. time, place, transport, equipment etc
 - Ensure special care is taken briefing trainees or new club members
- At the Dive Site**
 - Complete risk assessments for each dive site and type of diving taking place
 - Complete dive specific risk assessment for each day and dive site
 - Appoint Assistant Dive Manager if necessary
 - Appoint Log Keeper if necessary
 - Appoint First Aider / Oxygen Administrator
 - Appoint Deputy First Aider / Oxygen Administrator if necessary
 - Arrange buddy pairs to take account of experience and interests
 - Appoint Dive Leaders for each buddy pair
 - Give full briefing ensuring all divers are fully aware of all information in all risk assessments
 - Ensure each diver signs to accept the risk assessment and confirm dive fitness prior to diving
 - Ensure each diver gives next-of-kin contact details prior to diving
 - Constantly review risk assessments and re-brief or abort diving if conditions change
 - Ensure all divers are entered on the log sheet, include surnames and qualifications
- Diving**
 - Ensure all diving is carried out in compliance with CADD & BSAC rules
 - Ensure each dive leader carries out a full SEEDS briefing
 - Ensure each buddy pair carries out a full BAR buddy check
 - Ensure each buddy pair reports pre-dive details & dive plan to the Log Keeper before entering the water
 - Ensure Log Keeper accurately notes time divers enter the water
 - Ensure safety arrangements agreed in the briefing are maintained i.e. shore cover and stand-by divers
 - Be prepared to implement the emergency plan promptly should the need arise
- After the Dive**
 - Ensure all divers report post-dive details to the Log Keeper and sign the log sheet
 - Ensure all divers are safe and accounted for
 - If necessary obtain details of any incidents and carry out a post-dive de-briefing
 - Ensure the dive site is left tidy and undamaged and any fees are paid
- Post-dive**
 - Report to DO details of all training carried out and any incidents
 - Ensure DO receives completed log sheets & risk assessments promptly