

# Audit Report

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<b>Company:</b>			
<b>Company site:</b>			
<b>Purpose of the audit:</b>	<input type="checkbox"/>	Initial audit	
	<input type="checkbox"/>	Re-audit to maintain certificate	
	<input type="checkbox"/>	Other / Remarks:	
<b>Standard:</b>	EN 14467/ISO 24803		
<b>Date:</b>			
<b>Begin of audit:</b>		<b>End of audit:</b>	
<b>Lead Auditor:</b>			
			Signature
<b>Technical Auditor(s):</b>			
			Signature
<b>Company Representative:</b>			
			Signature
<b>Result:</b>	<b>The conditions to issue / maintain the certificate are met:</b>		
	<input type="checkbox"/> YES		
	<input type="checkbox"/> NO		
	<input type="checkbox"/> Comments:		
<b>Date of next audit:</b>			



## Company profile, general remarks

## Persons interviewed in the course of the audit

- Name – Function

## Available documentation that has been inspected in the course of the audit



## Deviations, recommendations and actions to be taken

### Clause 4 "Common requirements"

### Clause 5 "Training and education"

### Clause 6 "Organised and guided diving for certified divers"



## Clause 7 "Rental of diving equipment"

## Concluding remarks

The signing parties have achieved consensus on the findings of the audit and the above stated actions

Lead Auditor

Company representative



## Checklist of EN 14467/ISO 24803 requirements

### Clause 4.1.1 Information prior to provision of the service

The service provider shall provide the following information to the client. contractual issues including conditions bearing on the signature, delivery and termination of the contract, prerequisites and any qualification requirements in order to obtain the service (e.g. medical certification, diver certifications), equipment requirements, costs, insurance requirements in accordance with national regulations, local environmental considerations incl. recommendations to divers for minimising their impact on it, diving related legislation and legal requirements concerned with the specific kind of service.

If the service provided involves training, the following additional information shall be provided: limitations of eventual qualification, scope of the training course, course procedures, means and methods for assessment, criteria for successful completion, that records will be kept of their personal data and these records may be passed on to a training organization.

In the case of guided dives or organized dives, the following additional information shall be provided: information concerning the dive site, in particular hazards which could affect the safety of the dive (e.g. under-water obstructions), arrangements concerning buddy teams and/or group size, depth and/or time limitations.

#### Compliance criteria:

- The service provider has elaborated appropriate information material (e.g. leaflets, wall papers, internet) for each service individually which ensures that the customers are aware about the content and the conditions of the service.

YES

NO



#### Remarks:

### Clause 4.1.2 Information during service provision

Prior to each dive or training session, clients shall have safety provisions identified to them, including: the identity and role of staff, emergency procedures, buddy/group assignments, the conduct required of clients.

#### Compliance criteria:

- The service provider has instructed their staff to provide safety related briefings prior to each dive.
- Interviews with clients yield that safety briefings are being held.

YES

NO



YES

NO



#### Remarks:

### Clause 4.2 Risk assessment

The service provider shall ensure that a risk assessment is conducted before each dive, and shall adopt procedures to ensure that all risks are controlled as far as is reasonably possible. The following factors shall be considered as part of this assessment taking into account the capability of participants: water movement (e.g. current, wave action), depth, underwater visibility, pollution, entry/exit methods, restricted zones, suitability of the site for planned activities incl. hazardous fauna and flora, emergency action plan.

The service provider shall have the right to prevent any client from taking part in the activity if following a risk assessment this is deemed to be in the best interest of the client and/or of other clients.

#### Compliance criteria:

- The service provider has established a written risk assessment for the dive sites that the service provider is using.
- The service provider has established criteria in order to define minimum qualification required to participate in specific diving activities and diving conditions.

YES

NO



YES

NO



#### Remarks:



### Clause 4.3.1 Emergency equipment

For all locations where diving activities take place the service provider shall ensure the availability of: a first aid kit suitable for the planned diving activities, an emergency oxygen unit with a capacity of delivering at least 15 l/min of pure oxygen for at least 20 min, a communication system suitable for alerting emergency services.

**Compliance criteria:**

- The service provider has a sufficient quantity of emergency equipment (first aid kits, emergency oxygen units) and appropriate communication systems available.
- The service provider's staff has been instructed

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

### Clause 4.3.2 Emergency procedures

At each dive site where diving activities take place a documented emergency plan comprising at least the following information shall be available: procedures for casualty recovery, resuscitation and evacuation, use of the emergency oxygen supply, information (including contact details) about the nearest medical resources (including data about the availability of a hyperbaric recompression chamber).

**Compliance criteria:**

- The service provider has established a written emergency plan for each dive site. This plan is available at the site during any diving activities.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

### Clause 4.4 Diving equipment

Individuals instructing during open water dives or leading dives on behalf of the service provider shall at least be equipped with the diving equipment listed in 3.3. If equipment is provided to the client for use in training, guided or organized diving, this shall be considered a separate service and thus Clause 7 shall apply.

**Compliance criteria:**

- The service provider has established requirements for equipment to be used by its diving personal.
- Diving personal is equipped with the required equipment during any diving activities.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

### Clause 4.5 Documentation

#### 4.5.1 Staff

The service provider shall maintain documentation on all individuals delivering services as follows: address and date of birth, training/certification, experience and medical certification, duties assigned to the individual staff member. The service provider shall have documentary evidence that all staff members hold relevant and current qualifications for their duties. Proof of qualifications shall be made available to the clients upon request.

#### 4.5.2 Clients

In the case of training services, the service provider shall ensure that appropriate records are maintained during the course as follows: name, address and date of birth, medical certification, any previous training/certification, experience, the progress of the student. The service provider shall ensure that records of certifications are kept.

**Compliance criteria:**

- The service provider maintains documentation about its staff; in particular concerning the qualification with regard to the duties of each individual.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>



**Remarks:**

**Clause 5.1 Training and education – General requirements**

The service provider shall ensure that each individual client fulfils the prerequisites for taking part in the training course envisaged. The service provider shall ensure that the size of the class, and the proficiency of the members of each buddy team or group of divers, is appropriate to enable all diving activities to be carried out safely.

<b>Compliance criteria:</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>The service provider has established criteria regarding the minimum competencies of clients with regards to the participation of clients in specific activities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The service provider has a procedure to check the competencies of clients where required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Observation of diving activities and checks of records yield that size of the class, and the proficiency of the members of each buddy team or group of divers, is appropriate to enable all diving activities to be carried out safely.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Remarks:**

**Clause 5.2 Training and education – Training locations**

**5.2.1 Theory teaching facilities**

Theory teaching shall be conducted in an environment that is free from significant distractions to learning, such as a dedicated classroom. This shall provide clients with sufficient working facilities and training aids (e.g. writing surfaces, reference materials, computer, visual or audio materials) to ensure that clients are able to understand the information being presented.

**5.2.2 Dive sites**

The service provider shall use training sites for confined water training and/or open water training that are representative of the local environment.

<ul style="list-style-type: none"> <li>The service provider has appropriate locations (i.e. classroom) for theory training available.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The service provider uses training sites which are representative of the local environment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Remarks:**

**Clause 5.3 Training and education – Staff**

The service provider shall assign the duties of all personnel involved in training activities.

The training of recreational scuba divers up to level 3 in accordance with ISO 24801-1, ISO 24801-2 and ISO 24801-3 shall be conducted by a level 2 scuba instructor or, alternatively, for training activities listed in ISO 24802-1:2007, Clause 4, by a level 1 scuba instructor and supervised as indicated in ISO 24802-1:2007, Clause 4. Service providers shall appoint a level 2 scuba instructor who shall have overall responsibility for all diver training and education. This scuba instructor shall have sufficient knowledge of the procedures and working processes of the service provider to be able to organize diver training and education.

Training courses involving more demanding operational parameters not covered by the scuba instructor's qualifications or experience such as: night dives, limited visibility dives, deep dives, wreck dives, dry suit dives, drift dives, ice dives, cave dives, shall only be conducted by level 2 scuba instructors who have relevant additional qualifications. Service providers may use dive leaders to help control clients and improve safety but not to assess or to teach any skills or knowledge to clients.

<b>Compliance criteria:</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>The service provider has appointed a member of staff who has overall responsibility for all diver training and education. This person meets at least scuba instructors level 2 requirements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The service provider has appointed qualified staff for diver training activities as required by clause 5.3. This qualification is documented. Interviews with instructors and observation of training activities yield that personnel is qualified.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



- Training courses involving more demanding operational parameters are conducted by scuba instructors having received specialised training.

Remarks:

### Clause 6.2 Organized and guide diving for certified divers – Organized dive

The service provider shall ensure that the competence of each diver be assessed prior to diving. Factors to be taken into account include the recency of the recreational certificate and of the last dive, the diving experience of the diver since the certificate was gained, e.g. as contained in logbooks, and current fitness to dive. Organized dives which require specific qualifications, e.g. night diving, wreck diving etc. may only be carried out if each individual client has appropriate qualifications (speciality certification) or equivalent logged experience. An individual of at least dive leader qualification shall be present at the dive site and in overall control of diving activities.

**Compliance criteria:**

- The service provider has established criteria regarding the minimum competencies of clients with regards to the participation in organized and guided dives. The service provider checks the competency of clients.

YES

NO



**Compliance criteria:**

- The service provider ensures that a dive leader (or higher qualification) is present at the dive site and in overall control of diving activities.

YES

NO



Remarks:

### Clause 6.3 Organized and guide diving for certified divers – Organized dive

The service provider shall provide a safety briefing, conduct a risk assessment, assign buddies, identify operational parameters, ensure an emergency support procedure is in place, provide an environmental briefing that includes information and methods for minimizing impact on the natural environment, particularly fragile marine ecosystems.

In order to be entitled to purchase the service of a guided dive, each individual client shall be certified at least at level 1 scuba diver in accordance with ISO 24801-1. The certification and each client's personal dive log shall be checked by the service provider prior to the dive. Guided dives which require specific qualification, e.g. night diving, wreck diving etc. may only be carried out if each individual client has appropriate qualifications (speciality certification) or equivalent logged experience.

An individual of at least dive leader qualification shall provide underwater leadership. Guided dives requiring specific qualifications or equivalent experience, for which each individual client cannot provide proof of such qualifications or experience, shall be considered to be training dives and Clause 5 shall apply.

**Compliance criteria:**

- Interviews with dive leaders, clients and checking records yield that the service provider an appropriate procedure regarding the conduction of organized dives takes place.

YES

NO



### Clause 6.4 Organized and guide diving for certified divers – Locations

The service provider shall ensure that the person in charge of the dive has knowledge and understanding of the features, hazards and environmental considerations of the intended diving locality. The person in charge shall make every reasonable effort to ensure that the site at which the diving is to be carried out is suitable for the divers and the envisaged activity.

**Compliance criteria:**

- The service provider ensures the dive leader (or higher qualification) in charge of the dive has knowledge of the diving locality.

YES

NO



### Clause 6.4 Organized and guide diving for certified divers – Staff

The contracted services in the framework of guided dives or organized dives shall be provided by an individual of at least dive leader qualification. If a dive requires specific skills beyond the qualifications of a dive leader, the individual leading the dive shall be able to provide proof that they have received relevant specialised training or have equivalent experience.

**Compliance criteria:**

- The service provider ensures that the person in charge of organized and guided dives meet at least dive leader qualification requirements.

YES

NO



### Clause 7.1 Rental of diving equipment – Service

The service comprises rental of any items of diving equipment in accordance with 3.3 to clients who may use such equipment both for supervised and unsupervised diving activities. The service provider shall ensure that clients are advised on choosing the proper diving equipment taking into account the envisaged diving activity and the qualification and needs of the clients (e.g. the proper fit of buoyancy control devices and suits). Diving equipment rented to clients shall be subjected to an inspection by the service provider prior to delivery in order to ascertain that it is fully operational. Clients renting equipment shall be informed that use of the equipment requires specific





training.

**Compliance criteria:**

- The service provider that clients are advised on the proper use of equipment rented out.

YES

NO

- The service provider ensures the diving equipment rented to clients is subjected to visual inspection prior to delivery.

YES

NO

**Clause 7.2 Rental of diving equipment – Diving equipment**

Diving equipment rented to clients shall conform to the relevant international, regional or national standards. Diving equipment rented to clients shall be subjected to an inspection by the service provider prior to delivery in order to ascertain that it is fully operational. Diving equipment shall be cleaned, maintained and serviced in accordance with the manufacturer's instructions, and records of maintenance, servicing and inspection shall be kept.

**Compliance criteria:**

- The service provider is able to proof that diving equipment conform to international, regional and/or national standards (e.g. by means of manufacturer certificates).

- The service provider has established a maintenance schedule for the rental equipment and ensures that regular maintenance is carried out. Records of services and inspection are available.

YES

NO

Remarks:

**Clause 7.3 Rental of diving equipment – Staff**

The service provider shall ensure that their staff understand the characteristics and function of the diving equipment rented to clients. Staff shall be competent to advise clients about the proper fit and use of the diving equipment in specific diving activities.

**Compliance criteria:**

- The service provider ensures (i.e. by means of training) the staff is competent to understand the function of the diving equipment and is competent to advise clients about the proper use of diving equipment.

YES

NO

Remarks: