



BSAC Dive Centre Guidelines

BSAC Thailand

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Aims

BSAC Thailand seeks to provide all BSAC customers and its member's access to the BSAC Diver Training Programme, Technical Training and Skill Development Courses (SDC's). BSAC believes that the structure of Dive Branches and Dive Centres gives BSAC Customers and Members a choice of method of training provision.

BSAC Thailand also wishes to attract divers through the provision of BSAC Diver Training, Technical Training and Skill Development Courses to both new divers and divers initially trained by other agencies.

The aim of these Guidelines for BSAC Centres is to lay out clearly the relationship between the BSAC Thailand and affiliated Centres offering any BSAC training and courses. The standards of training in terms of delivering the Diver Training Programme, Instructor Training Scheme (ITS), Skill Development Courses (SDC's), and Technical Training are governed by the BSAC Instructor Training Manual and the BSAC Instructor Notes for Skill Development Courses and Technical Training. BSAC Branches and Centres are equally governed by these standards. These guidelines are in addition to, and not in replacement of, any requirements and obligations on commercial operations imposed by local regulatory and Governmental authorities

The courses and training offered by the BSAC Thailand are of an extremely high quality. We believe that when delivered in the correct way they will produce a well trained and competent diver, able to dive safely and with enjoyment in conditions similar to those in which they have trained.

In becoming a BSAC Centre, the Centre undertakes to adhere to the standards and safety guidelines contained within the BSAC Diver Training Programme and the Instructor Notes for the Skill Development Courses and Technical Courses, in addition to any local regulations governing commercial operations. The BSAC Centre also undertakes to give BSAC products equal prominence when promoting diver training and courses.

The BSAC Thailand provides a full - time Headquarters Staff as well as local representatives who can offer advice and guidance to BSAC Centres during business hours in matters relating to BSAC Courses, Training, Qualifications procedure and quality assurance issues etc.

BSAC Centre Categories & Definitions

A BSAC Centre is a dive centre which is currently registered with BSAC Thailand Headquarters and offers BSAC Diver Training. BSAC Thailand has currently three distinct categories of Centres, plus four specialty centre's each able to deliver a different training profile from the BSAC Diver Training Programme, Instructor Training Programme, Technical Training and Skill Development Courses. The three categories are defined as follows:

Category	Scope	Comments
BSAC Resort Centre	BSAC Resort Centres are affiliated to the BSAC and are non- training centres . The function of this type of centre is to cater for BSAC "Certified" divers, by recognizing their current BSAC grade and allow them to dive at that level	Because Resort Centres do not offer any type of training, they are therefore are not required to have a qualified BSAC Instructor on sites. However, any dive centres staff who are supervising BSAC divers on guided dives should have knowledge of BSAC diving operations and are aware and

		adheres to the recommended “ BSAC Safe Diving Practices guidelines and requirements
Diver Training Centre	<p>This type of centre can offer BSAC any training from The BSAC Ocean Diver up to the BSAC Dive Leader level. If the Dive Centre has an Advanced Instructor on their staff, then the Dive Centre can also offer the Advanced Diver Training program</p> <p>This type of centre can also offer most of the Skill Development Courses</p>	<p>This Centre must have access to a minimum qualification of a BSAC Open Water Instructor.</p> <p>If the centre wishes to offer BSAC SDC's, then the centre must also have a BSAC Instructor who holds the appropriate SDC instructor qualifications for the SDC being taught.</p>
BSAC Centre of Excellence (Instructor Training Centre)	<p>This Centre can offer BSAC Diver program, from Ocean Diver up to the Advanced Diver level. The centre can also offer Instructor Training, from Assistant Instructor up to the Advanced Instructor Level, providing they have access to the appropriate Instructor Trainer who can teach at that level.</p> <p>The Centre can also conduct the majority of the Skill Development Courses.</p>	The Lead Instructor must be a Advanced Instructor / Advanced Instructor Trainer(for ITC events) or a National Instructor
Technical Dive Centre	<p>This Centre can offer BSAC Technical Diving Courses such as,</p> <p>Advanced Nitrox, Extended Range Diving Gas Blending Trimix Gas Diving Rebreather Diving</p>	<p>The centre must have access to qualified approved Technical Instructors who hold the appropriate qualification for the course being taught</p> <p>The centre must have all of the recommended Technical Equipment that is outlined in the Instructor/course syllabus</p>
Seamanship Centres	<p>This Centre can offer BSAC Seamanship Courses, such as,</p> <p>Powerboat Handling for Divers Chart work Navigation and</p>	The centre must have access to qualified approved Seamanship Instructors. The centre must have the recommended types of boats outlined within the course syllabus and all boats should be equip with the recommended

	Dive site location Dive Skipper Exams (Diver Coxswain) Outboard Engine Maintenance	safety equipment also outlined in the instructor/course syllabus. In addition to this the Centre should adhere to and, follow the mandatory procedures outlined in the "SOLAS V" regulations
SDC,s Centres	This centre is available for dive centre's who wish to offer BSAC SDC's but who are unable to offer the other BSAC Diver programs, due to restrictions from other agencies. e.g. PADI IDC, 5 Star centre's etc Usually, the SDC courses that these centre's offer are not offered by other dive agencies	The SDC centre must have a BSAC Instructor on staff, who must also hold the SDC Instructor qualification in the course that they are aiming to teach.
BSAC Videography Centre	This specialized centre offer both professional and non professional underwater videographer programs	The centre must have a BSAC Instructor on staff who has also completed either the SDC video course or the pro- videographer course

Note: Dive Centres can hold the BSAC Technical, Seamanship, and Videography centre status, in addition to the above mentioned BSAC Diver Training Centres.

The BSAC Centre and Centre Instructors are responsible for maintaining the high teaching and safety standards required by the BSAC and expected from a BSAC Centre.

The seven categories of BSAC Centre and the associated minimum lead instructor qualification are listed in the table above.

Approval and Registration

1) New Applicants

A Dive Centre wishing to apply for a BSAC Centre status must first contact BSAC Thailand's HQ and requests a Centre application form. info@bsacthailand.com

- 2) On receiving the application the BSAC Thailand will arrange for a representative to visit the centre where they will carry out a Centre Inspection.
- 3) On approval from the inspector, the centre will be formally registered. This registration is renewable before 1st January each year.
- 4) Where centres are applying for diver training status, they need to submit proof of their BSAC Instructor(s) If the Centre dose not have a BSAC Instructor then the inspector; at

the time of the centre inspection, can conduct an Instructor crossover program. Please contact BSAC Thailand for the current Crossover fees.

- 5) Once the Centre has met all the relevant requirements and has submitted the appropriate registration fee, the BSAC Thailand will then post the dive centre details online and set-up all the appropriate web links; where applicable.
- 6) Where an immediate inspection cannot be carried out a temporary BSAC status may be issued until an inspection is possible. Providing that the centre has a current qualified BSAC Instructor and access to all course materials.

There will be a requirement for the Training Centres to have at least one copy of the BSAC Instructor Manual – CD Rom and a set of the BSAC '88 Decompression Tables which are available to purchase from BSAC Thailand or one of our distribution centres.

Renewing Centres

All BSAC Centres are to renew on an annual basis. The registration year runs from 1st January to 31st December.

All Centres must complete and sign the renewal form, they must also confirm that they currently meet and continue to meet all local and Governmental regulations concerning the operation of all Centre categories listed in the above table, and meet all BSAC requirements.

Renewal fees must be received by 31st January in any year. If a Centre does not renew its registration by 31st January and later seeks BSAC Centre status, the BSAC reserve the right to treat this as a new application and may then follow the normal new Centre application route, submitting a new Application Form.

If the Dive Centre registers part way through the year then they will be expected to pay their subscriptions for the remaining months please see table below for the appropriate rates.

Period	Months Remaining	Percentage Payable	Promotions
January -December	12 Months	100%	Yes Current promotional deals apply
April – December	8 - months	85%	No
August - December	6 months	75%	No
October - December	3 months	65%	No

To maintain your current centre status when renewing, the Dive Centre will need to show that they have been actively promoting the BSAC and have produced new BSAC divers within the

previous year. This will be evaluated against the purchasing of student packs and against qualifications issued.

Facilities

To be able to perform effectively as a BSAC Centre the following are regarded as minimum requirements.

All BSAC training Centres must have, on-site, a copy of the BSAC Instructor Manual together with the Instructor Notes/Course Syllabus for any BSAC SDC's or BSAC ITS events offered. In all cases the Centre must ensure, by contacting BSAC Thailand Headquarters that they are teaching from the most up-to-date version of these materials.

BSAC Technical Centres must have, on-site, copies of the Instructor Notes/Course Syllabus for the courses offered. In all cases the Centre must ensure, by contacting BSAC Thailand Headquarters that they are teaching from the most up-to-date version of these materials.

BSAC Seamanship Centres must have, on-site, copies of the Instructor Notes/Course Syllabus for the courses offered. In all cases the Centre must ensure, by contacting BSAC Thailand Headquarters that they are teaching from the most up-to-date version of these materials.

All BSAC Centres must have access to;

For theory lessons, a suitably equipped classroom with the means to present the prescribed teaching material to the expected class sizes (DVD player, Computer / Laptops, a whiteboard is also desirable).

A swimming pool or sheltered water environment if required by the training offered. Suitable open water sites to enable students to meet the requirements of the training syllabi offered.

BSAC Seamanship Centres must have access to a planning-hull boats and the recommended safety equipment described in the course notes. BSAC Centres should also have on site; An Oxygen Administration kit (except where local regulations do not permit this, or if diving underwater is not part of the activity).

A First Aid Kit and a means of reliably contacting Emergency Services.

BSAC Centres offering Diver training must have, or have ready access to:

- A minimum of 6 full sets of open water scuba equipment.
- Each regulator is to be equipped with an Alternative Air Source (Octopus).
- Appropriate exposure suits.
- A means of monitoring depth and time must also be provided.
- A Dive Knife

All BSAC Training Centres, must, in addition to the open water kit defined for BSAC Centres, have access to the necessary equipment to offer the relevant courses and SDC's (e.g. Manikins for Sports Diver). The equipment required for each course is detailed in the relevant Instructor notes.

A BSAC Technical Centre must have, or have ready access to, all equipment necessary to conduct courses offered (e.g. Stage Cylinder(s) for ERD, Units and Consumables for Rebreather

Courses). The equipment required for each course is detailed in the Instructor Notes. Also Technical Centres and Instructors must have a copy of, and abide by the Technical Safe Diving Practices procedures. This document can be found in the member section on the BSAC Thailand website. <http://www.bsacthailand.com/bsac-members-resources-login.html>

A BSAC Seamanship Centre must have, or have ready access to, all equipment necessary to conduct courses offered (e.g. small boats for Boat Handling Courses and navigation equipment for Chartwork and Navigation courses). The equipment required for each course is detailed in the Instructor Notes.

All equipment used must be maintained in accordance with Manufacturers recommendations and records of this maintenance to be retained. If a centre uses (whether borrowed or rented) additional equipment from a 3rd party they must ensure that this equipment has also been maintained in accordance with Manufacturers recommendations.

All Air and Blended Gas used must conform to the local statutory requirements or standards for Breathing Air and Blended Gases. In the absence of local statutory requirements or standards then BS EN 12021:1999 will apply for Breathing Air.

Student Materials

The Dive Centre must purchase and their instructor issue to each student, the relevant student course pack, SDC and Instructor student notes etc for each course that they are delivering. All certifications are issued against these packs/ notes purchases. Certifications cannot be issue without proof of pack purchase and pack registration code.

Staffing and Membership

The minimum Lead Instructor grades for BSAC Centres are as defined as mentioned previously. The BSAC Instructor Manual gives clear guidance for the minimum grade of Instructor required for each of the courses in the Diver Training Programme. The BSAC Thailand website and the Instructor Notes give clear guidance for the minimum grade of Instructor required for each of the SDC's together with any requirements for Approved Instructor Status

BSAC Assistant Diving Instructors may teach only in accordance with the guidance given in the BSAC Instructor Manual or Instructor Notes with Direct Supervision. BSAC Assistant Advanced Instructors may teach only with the guidance given in the BSAC Instructor Manual, BSAC Instructor Notes with the required level of supervision.

For the sake of clarity the definitions are;

Direct Supervision is that the Supervising Instructor must be in the water or classroom and able to take control of the lesson at any time.

Indirect Supervision is that the Supervising Instructor must be on-site and available for consultation at all times when teaching is taking place.

BSAC Assistant Diving Instructors or BSAC Instructors of any grade being used must be a minimum of 18 years of age.

BSAC Assistant Diving Instructors or BSAC Instructors of any grade being used must be current members of either the BSAC Thailand or BSAC UK.

BSAC Mini-Membership

All new BSAC students enrolling on any of the diver course(s) and SDC's will receive 3 – months Mini-Membership, free of charge. This membership is offered through BSAC UK. BSAC membership will include the following benefits.

- Monthly DIVE Magazine.
- Full Club Voting Rights and Third Party Liability Insurance.
- 10% Discount from the BSAC Preferred Travel Partner Diving Holidays.
- Preferential Rates on Travel, Equipment and Medical Insurance.
- Discount on AA Breakdown Membership
- Special Rates for HFC/Beneficial Bank Platinum Credit Card.
- Details of BSAC Branch Membership.

All Skill Development Courses (SDC's) are open to all divers; from both BSAC and Divers from other agencies and in some cases; select courses are open to non –divers. Some students may hold a similar SDC qualification issued by another agency and may be able to apply for the BSAC equivalent certification. See SDC table for acceptable equivalent qualifications
<http://www.bsacthailand.com/bsac-members-resources-login.html>

To enable Dive centres to offer Skill Development Courses (SDC's) the BSAC Thailand can conduct SDC's and SDC Instructor courses on request or at the time of the Dive Centre Instructor Crossover or Dive Centre Inspection.

Instructor Crossover

BSAC Open Water Instructor

The BSAC recognizes that Instructors trained and examined by other recognised training agencies have valid instructor qualifications; as such there is a simple route to the BSAC Open Water Instructor qualification.

The qualified instructor can attend a BSAC Crossover Instructor Workshop (CIW). This is an orientation program introducing the crossover Instructor the BSAC teaching methodology of the diver programs.

The course duration is two-day duration and after the candidate has completed the (CIW) theory and practical lessons, the candidate will have the opportunity present these lessons to the BSAC CIW Instructor Trainer / Examiner.

Quality Assurance

The Performance Levels and Standards required of BSAC Students and Instructors are clearly laid out in the Instructor Manual, Instructor Notes for Skill Development Courses (SDC's) and Instructor Training Scheme (ITS). These Performance Levels and Standards *must be adhered to* in order to maintain a consistent high quality in all BSAC training.

Student to Instructor Ratios

Theory Lessons

Where Student to Instructor Ratios are specified in a Course Syllabus these must be observed. Where no Student to Instructor Ratio is specified, the Instructor has a "Duty of Care" to ensure that the ratios used permit effective and safe teaching of the subject matter.

In Water

The ratios quoted in the Instructor Manual are based on effective teaching in typical UK conditions and must be considered maximum for UK and conditions similar to UK training. If conditions are such that effective teaching to these ratios is not effective then the BSAC Centre and/or the Instructor has a Duty of Care and must reduce the number of students per Instructor (i.e. reduce Student to Instructor ratio) to a safe and effective level, or postpone training until conditions improve.

It may be that BSAC Centres operating in significantly better conditions; in these cases the ratios may be increased to a maximum of 8:1 for pool/sheltered water and 6:1 for open water elements for the Diver Training Programme and Skill Development Courses unless the SDC instructor notes state otherwise. At all times the Instructor must be able to justify any increase in the ratio, and must always have safe control of their students by the addition of appropriate in-water and surface support.

Performance

As part of the BSAC's commitment to continuous improvement in quality we will send out questionnaires to the students in order to seek feedback on the services provided by the BSAC and BSAC Centres.

Complaints

In the event of a complaint being made against a BSAC Instructor or BSAC Centre the procedure will briefly be as follows

- i) The BSAC Centre will receive an initial contact from HQ staff asking for the Lead Instructor to provide a written response to the complaint.

- ii) The initial complaint and the written response from the Lead Instructor will then be referred to the BSAC Thailand Quality Assurance department. The QA department may request additional information from the parties concerned. This may allow the QA department to resolve the problem to the satisfaction of both parties.

Persistent or serious quality complaints may lead to the withdrawal of BSAC Instructor/Centre status. In this event, the BSAC reserve the right to notify other Diver Training Agencies of their decision.

Compliance

The BSAC will always attempt to give as much help, support and advice to our BSAC Centre. Our aim is to produce local "on the ground staff" to assist your centre or Instructor(s) with any issues that may arise.

These representatives will conduct regular visits to your centre and will offer advice on any issues you may have. Their role is to also help you develop your BSAC market and to train additional instructors to meet any customer demands

Before any BSAC Training takes place, it is recommended that a Risk Assessment Evaluation of the training area / dive site to be carried out by the dive centre/instructor. Guidelines on how to conduct Risk Assessments can be found on the BSAC Thailand website.

<http://www.bsacthailand.com/bsac-members-resources-login.html>

To minimise and avoid diving incidences from occurring, the BSAC Thailand's strongly recommends that all Dive centre's and Centres Instructor reads, adopts and maintain a copy of the "BSAC Safe Diving Practices" These "Safe Diving Practices" recommendations can be found on the Instructor Manual CD-Rom or can be downloaded from the BSAC Thailand website

<http://www.bsacthailand.com/bsac-members-resources-login.html>

It is the duty of all Centres to ensure that they fully inform themselves of any local or Governmental regulations governing their commercial operations, training operations, instructor operations and boating operations.

As part of the Approval and Renewal process for Centres, the BSAC require a written undertaking that each BSAC Centre observes and follows all of these regulations. Any Centre or Instructor in the Centre, found to be in breach of these regulations may have their Centre and/or Instructor status withdrawn.

Accident and Incident Report

In the event of an incident the Dive Centre and Centre Instructor must send an accident and incident report to the BSAC Thailand immediately, or at the earliest opportunity. Reports are treated as strictly confidential and are used to prepare an analysis of safety performance each year, from which any emerging issues and their training implications can be identified, whilst protecting individuals' anonymity. If there is any possibility of a third party insurance claim arising out of the circumstances it is particularly important that a form is completed without delay.

Each year the BSAC will issue an incident report form annual incidents reporting. All divers involved and locations will be removed from such reports and personal details are strictly confidential

Dive Centre Insurance

BSAC Thailand strongly recommends that all BSAC Centres have their own comprehensive liability insurance to cover for the centre in the event that a claim is brought against them. Please see Dive Centre Inspection report.

Disclaimer

BSAC Thailand cannot be held responsible, whatsoever for any claims being brought against any BSAC Dive Centre

THE BRITISH SUB AQUA CLUB – THAILAND

BSAC Dive Centre Statement of Complacency

Dive Centre Name:

Date:

Location:

Type of Dive Centre:

Proprietor's Name:

I _____ hereby state that I have read and understood these guidelines and will to adhere to them. I also accept that our centre will adhere and to both the BSAC Diver training course standards, BSAC Instructor standards as well as the Safe Diving Practices recommendations when conducting BSAC diver training or other diving activities.

I accept that the BSAC Thailand cannot be held responsible whatsoever for any claims of negligence brought against the Dive Centre.

I hereby state that all instructors our centre uses to conduct the BSAC diver training programs and SDC's are all registered BSAC Instructors and are in current teaching status.

Proprietor Signature: _____ Date: _____

Inspectors Signature