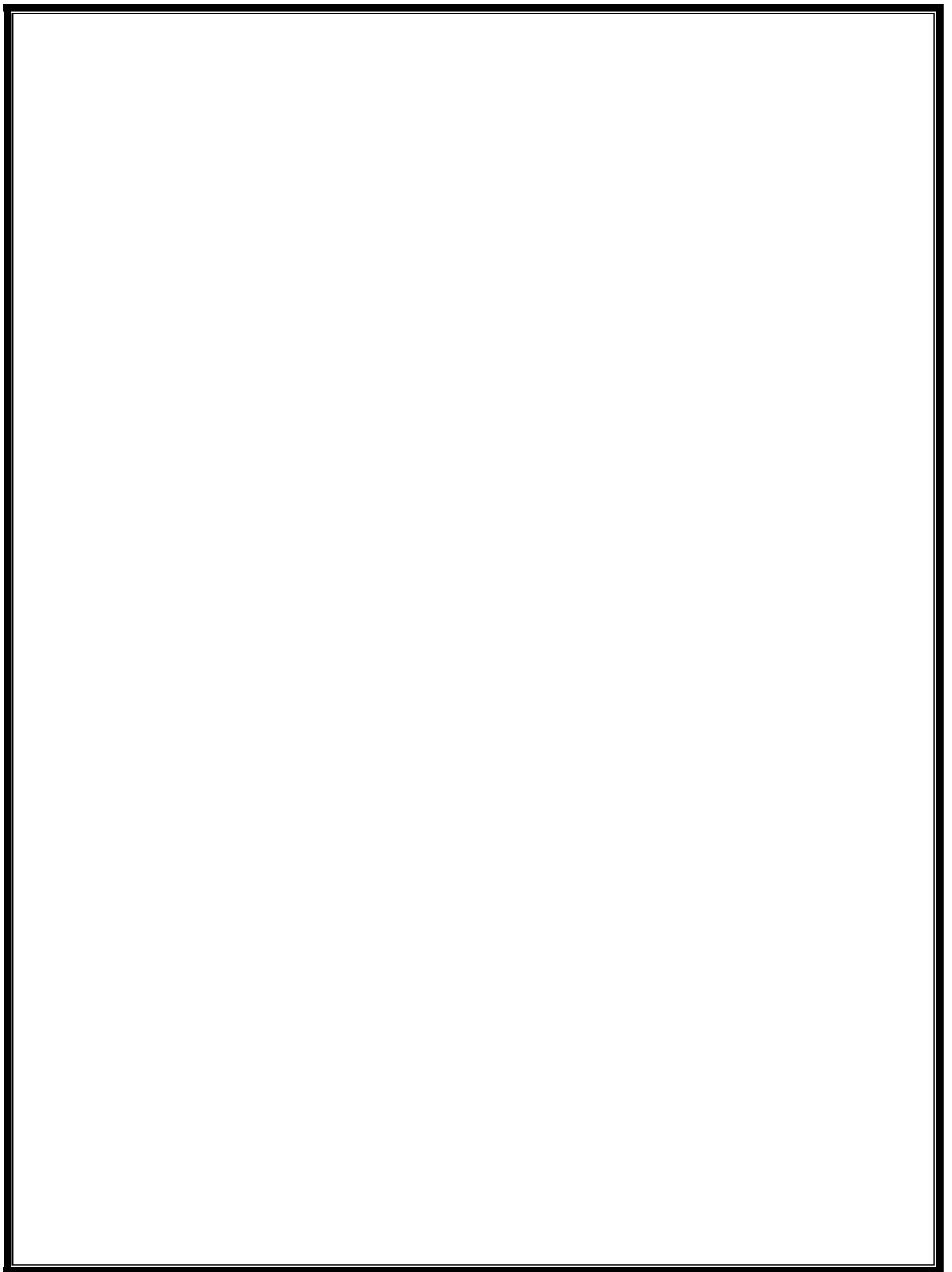


PTRD PUBLIC SAFETY DIVER

Standards and Procedures Manual

Introduction

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Revision History

Revision Number	Date	Changes
2.0	03/16/2002	The manual has been restructured.
3.0	08/01/2004	The manual has been completely rewritten.
6.0	11/01/2005	Punctuation corrections made.
7.0	10/27/2006	Language corrections made.
8.0	11/13/2007	Minor editorial changes.
9.0	11/14/2008	Clarifications and updated language added
10.0	12/31/2009	2009 Updates incorporated + minor edits
11.0	01/01/2011	Minor edits and formatting
12	01/01/2012	Minor edits
12.1	06/01/2012	3.3 Added Definitions
13.0	01/01/2013	No changes
14.0	01/01/2014	No Changes
14.1	10/01/2014	Added NFPA 1953 Guidelines to 3.5
15.0	01/01/2015	No Changes

1. Disclaimer

Emergency Response Diving generally is a hazardous activity requiring significant training, good physical fitness, and a working knowledge of the inherent risk associated with these activities. This manual is not intended to and cannot replace a comprehensive training program conducted by a qualified instructor.

2. Code of Ethics and Conduct

The PTRD Professional:

- ❖ Always maintains their personal, physical, and mental fitness as they relate to diving.
- ❖ Always maintains their equipment and never begins a dive with defective equipment.
- ❖ Strives to maintain an attitude of professionalism and objectivity, and supports the concept of safety in diving.
- ❖ Will not encourage or recruit other individuals to dive if unqualified.
- ❖ Will make every effort to pass on their knowledge to novice divers and to the greater public safety diving community if requested to do so, whether through formal instruction, answering questions or via appropriate publication in books, journals and magazines.
- ❖ Strives to encourage and practice an awareness of conservation of the underwater environment at all times.
- ❖ By virtue of their voluntary membership in PTRD, recognizes a responsibility and obligation to promote PTRD and support the official decisions adopted by PTRD. In fulfilling this obligation to the organization, the PTRD Divers and Instructors shall:
 - ❖ Publicly support PTRD as an organization
 - ❖ Make every effort to bring about necessary changes in a professional manner by direct contact with those fellow PTRD Members and Divers who are in positions of authority and responsibility.
 - ❖ Has an obligation to report violations of PTRD Standards and of the Code of Ethics.
 - ❖ Should strive to set an example of professional behavior and ethical conduct in all activities including, public speaking, articles and books, and various forms of Internet style discourse.
 - ❖ Unwarranted critical comment and deliberate inflammatory statements about diving and diving professionals are inappropriate, undesirable, and will not be tolerated within the organization.

3. General Course Standards

These general course standards apply to all PTRD training courses.

3.1 Administrative

PTRD Instructors where appropriate, must ensure that all students complete the following forms for each course and ops component (specialty) the student participates in. They are:

1. *PTRD Liability Release and Express Assumption of Risk* form
2. *PTRD Medical Statement* form
 - a. If a student answers yes to any question in the PTRD Medical Statement under the medical history section then the student must provide written permission from a physician before participating in any confined or open water training or any course or specialty training.
3. *Diver Registration* form (upon completion of the specific program)
4. *Student Record* form (must be kept for 7 years)

3.2 Accidents/Incident

Hopefully you will never have to do this, however, if you, the instructor, were involved in an accident or simply witnessed an accident, the *PTRD Accident/Incident Report* form must be completed by the instructor/witness, and faxed to PTRD Headquarters as soon as possible after the accident occurred.

3.3 Definitions

Assistant or Assisted by = A person who is assisting a primary and certified instructor, IT staff instructor or instructor trainer for a course that they, the “assistant”, is not certified to teach. Assistants can be used for the purposes of additional supervision and to increase ratios where standards and environmental conditions allow. Assistants listed on registrations will receive experience credits for courses they have assisted with only if listed on the initial registration form.

Co-Teach or 2nd Instructor = A person who is certified to teach the course taking place and is working together with an also certified instructor, IT staff instructor or instructor trainer. The 2nd instructor will receive equal credit for the course if listed on the initial registration form.

3.4 Confined Water Training

Confined water training must be conducted in a swimming pool or a confined body of water with the following conditions:

1. Approximately 3 metres/10 feet of visibility
2. Calm surface conditions
3. Easy access to depths that allow the student to stand with their head above water
4. Depths that allow skills (as defined in the confined water lesson guide) to be adequately demonstrated
5. Equipment appropriate for the site
6. Confined water training sites other than pools must be approved by PTRD Headquarters

3.5 Open Water Training

The instructor, with the following considerations, must carefully choose an open water training site:

1. The body of water similar to the regional diving conditions (oceans, lake, etc.)
2. Swimming pools are not considered an open water environment
3. Water clarity
4. Temperature above and below the water
5. Weather conditions
6. Water access
7. Equipment appropriate for the conditions
8. Thermal protection appropriate for the conditions
9. No dives are to require a decompression stop
10. No dives will be conducted in an overhead environment
11. A complete briefing that includes
 - a. The dive site
 - b. Water conditions
 - c. Skills to be performed
 - d. Entry/exit to be used
 - e. Emergency procedures
12. A complete debriefing that includes
 - a. Performance of divers as a whole
 - b. Areas that need improvement
 - c. Environmental observations
 - d. Questions and answers.

During all open water training there will be an PTRD Supervisor, Instructor or Instructor Trainer present and equipped to respond to an in-water emergency at all times. During any in-water training, NFPA 1006, NFPA 1670 and NFPA 1953 standards must be followed, or for regions not governed by NFPA, any regulatory or legal requirements that apply to professional and/or volunteer public safety and emergency response divers.

3.6 Student Diver – Minimum Equipment Requirements

The student diver must have the following equipment during open water training

1. Mask and fins
2. Appropriate buoyancy compensator device (BCD) with a low pressure inflator
3. Regulator appropriate for the environment
4. Redundant air source; pony cylinder of at least 3 liters / 18 cubic feet
5. Appropriate instrumentation: submersible pressure gauge, depth gauge, underwater timing device*
6. Compass
7. Exposure protection appropriate for the training conditions
8. Compressed gas cylinder
9. Cutting tool: 1 primary, 1 backup

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10. Rescue signals; audio and visual
11. Weight system
12. USCG approved personal floatation device (PFD)
13. Dive tables

* Student may use a dive computer to meet these requirements.

3.7 Student Tender – Minimum Equipment Requirements

The student tender must have the following equipment during open water training

1. USCG approved personal floatation device (PFD)
2. Cutting tool: 1 primary, 1 backup
3. Rescue signals, audio and visual
4. Gloves, latex and work

3.8 Instructor – Minimum Equipment Requirements

The PTRD Instructor must have the following equipment

1. Mask and fins
2. Appropriate buoyancy compensator device (BCD) with a low pressure inflator
3. Regulator appropriate for the environment
4. Redundant air source; pony cylinder of at least 3 liters / 18 cubic feet
5. Appropriate instrumentation: submersible pressure gauge, depth gauge and underwater timing device*
6. Compass
7. Exposure protection appropriate for the training conditions
8. Compressed gas cylinder
9. Cutting tool: 1 primary and 1 backup
10. Rescue signal, 1 audio and 1 visual
11. Weight system
12. A dive flag (unless in a pool) must be carried in accordance with local laws or regulations
13. Any specialized equipment unique to the subject material
14. USCG approved personal floatation device (PFD)

* Instructors, assistant instructors or PTRD Supervisors may use a dive computer to meet these requirements.

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3.9 Certification

Upon successful completion of any PTRD course, the PTRD Instructor must issue the appropriate certification and submit the PTRD Registration Form to PTRD World HQ or the respective regional office, or register the student online.

For PTRD Supervisor and PTRD Instructor, application for certification will be made directly to PTRD World Headquarters.

4. General Membership Standards

4.1 PTRD Supervisor

Current PTRD Supervisors are qualified to assist PTRD Instructors where appropriate.

4.2 PTRD Instructor

PTRD Instructors are qualified to teach the PTRD Tender, ERD I, ERD II and PTRD Supervisor courses in accordance with specified standards. PTRD Instructors must be PTRD Full Face Mask and PTRD Dry suit certified.

4.3 PTRD Operations (OPS) Components Instructor

Each PTRD Specialty Course (OPS component) will require a separate certification for instructors who desire to teach these components.

Some of these certifications will be merely administrative while others will require attendance at a formal training program. Specific course standards should be referenced for further details.

4.4 General

1. PTRD Instructors and Instructor Trainers must comply with the *Two Year Renewal/Refresher Policy* detailed at 4.12 in these PTRD General Standards.
2. Members must ensure they are in renewed, active teaching status and that they hold the appropriate instructor level prior to teaching any PTRD course
3. PTRD Supervisors must assist with at least one PTRD course every 2 years from the date of the last course assisted with.
4. All PTRD courses must be completed within 12 months unless otherwise stated.
5. Recommendation for all PTRD courses; any student must demonstrate skills required in previous courses to the new instructor.

4.5 Active Teaching Status

An PTRD Instructor given the designation of active teaching status must agree to the following criteria:

1. Annual dues must be paid in full

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2. All account balances from previous years must be paid in full
3. Submit proof of current liability insurance in accordance with applicable local regulations
4. Having taught or assisted in at least one PTRD course. All instructors must hold active teaching status to be authorized to teach PTRD Courses and to certify PTRD Divers
5. Ability to perform all the leadership skills

4.6 Probation Status

An PTRD Instructor may be placed on probation status for any of the following reasons:

1. Account balance is 90 days or more
2. Failed to meet the contractual obligations of active teaching status
3. Violated teaching standards

An PTRD Instructor placed on probation status is authorized to teach PTRD Courses and to certify PTRD Divers. Further standards violations can result in an instructor being moved from probation status to suspended or even expelled Status.

4.7 Non-Teaching Status

An PTRD Instructor can be placed on non-teaching status for any of the following reasons:

1. Account balance is 90 days or more
2. Temporarily placed on suspension
3. Failed to meet the contractual obligations of active teaching status

An PTRD Instructor placed on non-teaching status is not authorized to teach PTRD Courses or to certify PTRD Divers

4.8 Suspended Status

An PTRD Instructor can be placed on suspended status for any of the following reasons:

1. Account balance is 120 days or more with no attempt to rectify the situation
2. Failed to meet the contractual obligations of active teaching status
3. Violated teaching standards

An PTRD Instructor placed on suspended status is not authorized to teach PTRD Courses or to certify PTRD Divers. Further standards violations can result in an instructor being

4.9 Expelled Status

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An PTRD Instructor can be placed on expelled status for any of the following reasons:

1. Account balance is 120 days or more with no attempt to rectify the situation
2. Placed on Suspended or probation status on more than one occasion.
3. Failed to meet the contractual obligations of active teaching status
4. Violated teaching standards
5. Displayed conduct unbecoming a professional instructor

An PTRD Instructor placed on expelled status is no longer authorized to teach PTRD Courses or to certify PTRD Divers. An PTRD Instructor placed on expelled status is no longer a member of Emergency Response Diving International.

NOTE: Emergency Response Diving International reserves the right to suspend, expel or terminate an individual based upon the determination that standards violations have occurred.

4.10 Quality Assurance (QA) Procedures

Quality assurance issues are handled at PTRD World Headquarters by the Training Department. This is to ensure that regional offices and sales managers remain neutral in the final decision.

4.10.1 General Quality Assurance Procedures

General quality assurances are defined as random Q&A letters sent out to students who were recently registered by members in good standing. General Q&A letters are sent out to maintain the quality of instruction and ensure that proper training materials were used.

- ❖ Letters are sent with a self addressed, return postage paid envelope or via electronic e-mail course survey form.
- ❖ All course survey letters are forwarded to PTRD World Headquarters Training Department.
- ❖ Non-English speaking student's letters are translated to the student's language.

There are four possible actions that may be taken when an PTRD Professional's standing comes into question. They are:

- ❖ No Action Required
- ❖ Probation
- ❖ Suspension
- ❖ Expulsion

4.10.2 No Action Required

No action required means that the information provided to the training department was insufficient or unfounded.

4.10.3 Probation

Probation status requires that a course survey letter be sent to every student the member registers; it does not restrict or preclude the member from teaching courses. This status can be placed on the member without notification and is generally only short term. Probation status is used when information is brought to the attention of the training department that suggests a member may not be conducting themselves according to the standards or ethics of PTRD. A member may also be placed on probation without written documentation by the complainant, at the discretion of the training department.

4.10.4 Suspension

Members placed on suspension status are not allowed to teach at any level for a period of time or under conditions determined by the training department. These conditions, along with the reasons they are being placed on suspension, will be provided to the member in writing. Members can only be placed on suspension after they have been given a fifteen day period to respond to the allegations against them and after the training department has performed a complete investigation into the allegations.

4.10.5 Expelled

Expelled members are indefinitely prohibited from teaching PTRD Programs. Members are expelled only after all attempts to correct their actions have been exhausted or their actions deem that expulsion is the only correction. Expulsions can only be approved by the President of International Training after the training department has performed a complete investigation.

All quality assurance issues are to be kept confidential and not shared with outside instructors or facilities unless authorized by headquarters training department.

Regional offices and sales managers may be asked to assist in acquiring information about the quality assurance issues.

A provisional status or remedial training requires the file be kept open until all requirements have been met.

4.10.6 Headquarters Quality Assurance Steps

Step 1: The training department receives a written letter or course survey alleging a standards or ethics violation. The letter must be signed (electronic signature is acceptable) by the individuals who witnessed the alleged standards or ethics violation. Phone conversations will not be accepted.

Step 2: PTRD Headquarters Training Department will check the database for current status of the dive professional in question. Once headquarters has all contact information, they will notify the individual that a complaint has been filed against them. Notification will be attempted first by phone or email and then by letter.

Step 3: The notification letter will contain the alleged quality assurance violations. The individual will be notified and they have 15 days to reply.

Step 4: Headquarters will send course surveys to former students. If the individual submitting the complaint is an instructor, letters will be sent to their students also.

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Step 5: When all information has been submitted and reviewed, a final decision will be made as to what action will be taken. PTRD World Headquarters Training Department will compose a letter and inform the member as to their decision.

Step 6: The member's status will be noted in the database.

All feedback on the material used and quality of instruction will be noted in the instructor's file in the database at headquarters.

4.11 Exams

The required score for all students taking any PTRD Diver level or leadership course exam is 80%, with 100% remediation of any incorrect answers required by the course instructor. Alternate exams, where produced, are also to be used when students score below 80%.

4.12 Two Year Renewal/Refresher Policy

PTRD Instructors and Instructor Trainers must teach a course at their highest level every 2 years from the date they last taught that course. If a course is not taught within that two-year period, teaching status for that level is will be inactive and the instructor or instructor trainer must attend an update to regain active status for that level. Members usually affected by this policy are those who have not renewed as PTRD members for two or more years. However, members who are actively teaching lower ratings but not at their highest level may also be affected for that level.

The following information details how members can regain fully active status either by verifying activity at an equivalent level with another recognized agency or by completing an update with an instructor trainer.

1. When an update with an instructor trainer is required, the following criteria applies:
 - o PTRD: Update covers PTRD Instructor and Ops Components,

Renewal Policy for Inactive Members of PTRD

1. For an instructor who is a member of PTRD and has not renewed for 2 or more years but **has been teaching with another recognized scuba certification agency**, the requirements for renewal includes ALL of the following:
 - ❖ Successfully complete the on-line professional familiarization course (code issued by headquarters)
 - ❖ Purchase or verify possession of all current teaching materials for ratings held
 - ❖ Complete and submit membership renewal and agreement form for the current year
 - ❖ Submit an PTRD Member Update form detailing activity as a scuba instructor during the period, including verification of teaching activity at equivalent ratings with another recognized agency during the past 2 years
 - ❖ Verify no quality assurance issues with any other agency during the period of inactivity with PTRD.
2. For an instructor who is a member of PTRD and has not renewed for 2 or more years **and has not been teaching with another recognized SCUBA certification agency**, the requirements for renewal are as follows:

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- ❖ Successfully complete the on-line professional familiarization course (code issued by headquarters)
- ❖ Purchase or verify possession of all current teaching materials for ratings held
- ❖ Complete and submit membership renewal and agreement form for the current year
- ❖ Verify no quality assurance issues with any other agency during past 2 years.
- ❖ Complete the relevant PTRD leadership level course Skill performance and graduation requirements (at highest level held) as an update with a qualified active teaching status PTRD Instructor Trainer
- ❖ Submit a completed PTRD Member Update form, signed by the instructor trainer who completed the update
- ❖ Submit a current medical signed by a licensed physician with no restrictions or limitations for scuba diving
- ❖ Submit verification of current CPR and first aid training

Active Teaching Status Policy for PTRD Members Who Have Maintained Renewal

1. For an instructor who is a member of PTRD and has maintained renewal but not taught or assisted at their highest level for 2 or more years and **has been teaching at an equivalent level with another recognized scuba certification agency**, the requirements for regaining active teaching status includes All of the following:
 - ❖ Purchase or verify possession of all current teaching materials for ratings held
 - ❖ Submit an PTRD Member Update form detailing activity as a scuba instructor during the period, including verification of teaching activity at equivalent ratings with another recognized agency during the past 2 years
 - ❖ Verify no quality assurance issues with any other agency during the period

Or

 - ❖ Have a current and active PTRD Instructor Trainer (qualified to the same levels) submit a member update form verifying an update has been completed
2. For an instructor who is a member of PTRD and has maintained renewal but not taught or assisted at their highest level for 2 or more years and **has not been teaching at an equivalent level with another recognized scuba certification agency**, the requirements for regaining active teaching status are as follows:
 - ❖ Verify no quality assurance issues with any other agency during past 2 years.
 - ❖ Complete the relevant PTRD leadership level course Skill performance and graduation requirements (at highest level held) as an update with a qualified active teaching status PTRD Instructor Trainer
 - ❖ Submit a completed Member Update form, signed by the instructor trainer who completed the update
 - ❖ Submit a current medical signed by a licensed physician with no restrictions or limitations for scuba diving
 - ❖ Submit verification of current CPR and first aid training

Note: Additional requirements and documentation may be required once the application for renewal has been reviewed by the PTRD Headquarters Training Department (or Regional Office).

Online codes can be obtained from headquarters for any and all of the aforementioned procedures at no charge.

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Instructor Trainers wishing to renew IT status after an inactive period of 2 years or longer at that level must attend an PTRD Instructor Trainer Workshop (*or IT crossover program*) conducted by PTRD Headquarters Training Department Staff (no charge is made for this). Additionally, the requirements of renewing at the corresponding instructor level must also be met.

5. Supervision

5.1 Student to Instructor Ratios

Student instructor ratios will be specified in the individual course standards with the following over-riding exception: in 0 visibility environments where direct supervision is required the student to teacher ratio for in water training will be 1-to-1.

5.2 Safety Divers and Tenders

During all PTRD course training, each diver in the water will require a dedicated tender and back-up diver with tender. In programs where non-tethered searches are used, divers must be accompanied by a buddy and the tender may be considered to be the individual assigned to monitor electronic communications for the divers. During all open water training there will be an PTRD Supervisor, Instructor or Instructor Trainer present and equipped to respond to an in-water emergency at all times. During any in-water training, NFPA 1006 and NFPA 1670 standards must be followed or for regions not governed by NFPA any regulatory or legal requirements that apply to professional and/or volunteer public safety and emergency response divers.