

# ANNUAL DIVER TRAINING RECORD

This form is used to record the completion of the annual training required for every NOAA Diver. The activities do not need to occur on the same day, but they must be completed once every twelve (12) months. When all activities are completed the form should be signed by the diver and the UDS. A digital or printed copy should be retained in the Unit files until the following year's training record replaces it.

DIVER LAST NAME	DIVER FIRST NAME	MI	FINAL COMPLETION DATE
DIVING UNIT NAME / LOCATION	UNIT DIVING SUPERVISOR NAME	UNIT DIVING SUPERVISOR SIGNATURE	

TOPSIDE TRAINING (COMPLETE APPLICABLE ITEMS)	ANNUAL REQUIREMENTS (COMPLETE APPLICABLE ITEMS)
COMPLETION DATES	COMPLETION DATES
NDP Standards, Policies & Procedures	Annual Medical History
Oxygen Administration	SEP Gear Inventory
Recognition & Treatment of Diving Injuries	Regulator & BCD Service
Rescue Techniques	Verification of Liability
NOAA No-Decompression Tables	Coverage (contractors only)
Dive Accident Management (DM/LD only)	
Field Neurological Exam (DM/LD only)	

WATERMANSHIP ASSESSMENT (COMPLETE ONE, ALL ARE 500 m / 550 yd TIMED SWIMS)	
Bathing suit with mask/goggles, any stroke (except backstroke) in 15 min.	Drysuit with mask, snorkel & fins in 15 min.
Bathing suit or wetsuit with mask, snorkel & fins in 12 min.	Underwater in scuba gear and drysuit in 22 min.
Underwater in scuba gear and wetsuit in 16 min.	
TIME TAKEN TO COMPLETE SWIM:	SWIM COMPLETION DATE:

DIVE SKILLS CHECKOUT (COMPLETE ALL. Mark as U = Unsatisfactory, N =Needs Improvement, S = Satisfactory, E = Excellent)	
Pre-dive buddy check	Remove and replace BCD (surface & bottom)
Properly weighted	Weight ditching (harness & belt) and replace (belt)
Snorkeling Skill Review	Drysuit roll outs & venting (if using drysuit)
Controlled descent / ascent rate	Disconnect/reconnect inflators (BCD & Drysuit)
Buoyancy control	Alternate air source to surface (donor & recipient no-mask ascent)
U/W navigation and orientation	Buddy breathing to surface (donor & recipient no-mask ascent)
U/W communication (hand signals)	Deploy and use RASS to surface
Mask removal, replace, and clear	Deploy SMB from depth (if applicable for environment)
Regulator recovery (2 methods)	Buddy contact and awareness during dive
DIVER OBSERVING IN-WATER SKILLS:	IN-WATER SKILLS COMPLETION DATE:

RESCUE DRILLS (COMPLETE ALL. Note as U = Unsatisfactory, N =Needs Improvement, S = Satisfactory, E = Excellent)	
Assist panicked diver at surface	Tow diver to exit point
Assist tired diver at surface	Extricate unconscious diver from water
Rescue unconscious diver from depth	Emergency Oxygen & AED administration
In-water rescue breathing on unconscious diver	
DIVER OBSERVING RESCUE DRILLS:	COMPLETION DATE OF RESCUE DRILLS: