

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

**WATERMANSHIP ASSESSMENT** (COMPLETE ONE, ALL ARE 500 m / 550 yd TIMED SWIMS)

<input type="checkbox"/> Bathing suit with mask/goggles, any stroke (except backstroke) in 15 min.	<input type="checkbox"/> Drysuit with mask, snorkel & fins in 15 min.
<input type="checkbox"/> Bathing suit or wetsuit with mask, snorkel & fins in 12 min.	<input type="checkbox"/> Underwater in scuba gear and drysuit in 22 min.
<input type="checkbox"/> Underwater in scuba gear and wetsuit in 16 min.	
TIME TAKEN TO COMPLETE SWIM	COMPLETION DATE

**DIVE SKILLS CHECKOUT** (COMPLETE ALL. Note as U = Unsatisfactory, N =Needs Improvement, S = Satisfactory, E = Excellent)

Pre-dive buddy check	Ditch and don Scuba unit (surface & bottom)
Properly weighted	Buddy breathing to surface (as donor & recipient)
Buoyancy control	Air sharing to surface (as donor & recipient)
Controlled descent / ascent rate	Weight ditching (harness & belt) and replace (belt)
U/W navigation and orientation	Drysuit roll outs & venting (if using drysuit)
U/W communication (hand signals)	Deploy and use RASS
Mask removal, replace and clear	Deploy SMB
Regulator recovery (2 methods)	Buddy contact and awareness during dive
Disconnect/reconnect inflators (BCD & Drysuit)	
DIVER OBSERVING IN-WATER SKILLS	COMPLETION DATE OF IN-WATER SKILLS

**RESCUE DRILLS** (COMPLETE ALL. Note as U = Unsatisfactory, N =Needs Improvement, S = Satisfactory, E = Excellent)

Assist panicked diver (surface & bottom)	Emergency Oxygen & AED administration
Assist unconscious diver (surface & bottom)	In-water rescue breathing on unconscious diver
Tow diver to exit point (3 methods)	Extricate unconscious diver from water
DIVER OBSERVING IN-WATER SKILLS	COMPLETION DATE OF RESCUE DRILLS