

	<b>Policy on the Accreditation of Occupational Diver Training Organizations</b>	Issue 02 Revision: 05 Date: 25 May 2020 Review by: H. Hunt Approval: D. Parkes
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### Purpose

To define and describe the policy and general principles which will guide the accreditation activity of the DCBC.

### Scope

This policy will apply to all activities relating to the accreditation of occupational diver training courses by the DCBC including mid-term accreditation and re-accreditation audits.

### Responsibilities

The Chief Executive Officer has the responsibility to ensure that the day-to-day activities relating to the accreditation of diver training organizations by the DCBC is carried out in accordance with the following policy statements.

The Chair of the Board of Directors has the responsibility to ensure that the Chief Executive Officer carries out his duties in accordance with the following policy statements.

The full Board of Directors approves initial accreditations. Responsibility for re-accreditations and interim audits is delegated to the Executive Committee of the Board. Accreditation may be delayed or withheld pending completion of any corrective action identified during the accreditation or audit process at the discretion of the Board of Directors or the Executive Committee.

### Policy

- a. It is the policy of the DCBC that the DCBC will accredit occupational diver training or assessment courses rather than the Diver Training Establishment (DTE) that delivers such training.
- b. Satellite DTEs will be treated the same as any other independent DTE.
- c. Applications are considered on their merits but there is no automatic right to accreditation.
- d. The Board may, at its discretion, place a limit on the number of DTEs and courses that are accredited by the DCBC.
- e. Courses must be designed and delivered in such a way that graduates are able to demonstrate the competencies described in CSA Standard Z275.4.
- f. CSA Standard Z275.5 is considered by the DCBC to be the minimum acceptable standard of training for occupational divers in Canada.
- g. In order to obtain and retain the accreditation of the DCBC an occupational diver training or assessment course must:
  - i. demonstrate that it meets the standard of CSA Standard Z275.5 at regular intervals and during unannounced audits which may coincide with an interim/mid-term audit,
  - ii. request permission from DCBC before implementing any changes in teaching staff or in the delivery or location of the training, and
  - iii. provide DCBC with an annual report in the format provided by DCBC.
- h. Certification that a diver training or assessment course meets the standards of CSA Standard Z275.5 may be made by the DCBC or by a certifying agency acceptable to the DCBC.
- i. In order to receive the accreditation of the DCBC for one or more of its courses, an occupational DTE or assessment organization must complete the application procedure set by the DCBC flowchart (Section 4.4 of the DCBC Quality Manual) and CSA Z275.5, and must pay the costs (e.g. auditors travel costs and SME fees) associated with the accreditation process;

- I. The fee for initial accreditation is \$2,000 CAD.
  - II. The fee for a new course added by an accredited DTE is \$1,000 CAD.
  - III. The fee for mid-term audits, to be held approximately every 2 ½ years is \$500 CAD.
  - IV. There will be no fee or associated costs charged for an unannounced audit unless it is an interim/mid-term audit.
- j. A Subject Matter Expert must participate in every initial audit and 5-year re-audit.
  - k. A director who is also the SME of record in an accreditation decision should not have the tie-breaking vote on that decision.
  - l. The DCBC will provide a timely response to an occupational DTE or assessment organization which submits an application for accreditation by the DCBC.

#### Appeal of a Decision

- m. A decision by the Executive not to accredit, or a vote by the Executive Committee not to approve, may be appealed by the DTE to the Board of Directors.
- n. A DTE may appeal a decision made by the Board of Directors to the Board of Directors, provided that new information is available to support the appeal.