

	Policy on the Renewal of DCBC Certificates	Issue: 01 Revision: 09 Date: 16 Nov 2023 Review by: T. Childs Approval: D. Parkes
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Purpose

To define the policy, general principles, and requirements for the renewal of certificates held by occupational diving personnel by the Diver Certification Board of Canada.

Scope

This policy will apply to all activities relating to the certificate renewal of occupational diving personnel by the DCBC.

Responsibilities

The Chief Executive Officer has the responsibility to ensure that the day-to-day activities relating to the certificate renewal of diving personnel by the DCBC are carried out in accordance with the following policy statements.

Policy

It is DCBC policy that applicants must demonstrate continued proficiency in order to qualify for renewal of their DCBC certification.

The periodic renewal of certificates (i.e. every 5 years) is intended to ensure that each individual in possession of a DCBC certificate has achieved and maintained a minimum level of current experience. Possession of a valid, in-date, DCBC certificate provides evidence that the holder has met the competency requirements of the appropriate section of the CSA Standard Z275.4, Competency Standard for Diving, Hyperbaric Chamber, and Remotely Operated Vehicle Operations, and has recent diving/supervisory experience.

If a candidate cannot demonstrate the necessary minimum experience, he/she may apply for Prior Learning Assessment and Recognition (PLAR) from an occupational dive school or assessor accredited by the DCBC. PLAR is the acknowledgement of competencies obtained through formal training and work experience. The PLAR process is conducted under the policy and requirements set by the DCBC (See QP-7.07 Policy Relating to Prior Learning Assessment & Recognition).

The renewal of a higher-level certificate may cover lower levels of diver and/or supervisor certification, provided that the individual has formally qualified (i.e. received recognized prior training) in each specific category.

The following Table of Renewal Requirements shows the minimum experience necessary for renewal of various certificates. This experience must be appropriately documented and independently verifiable.

**TABLE OF RENEWAL REQUIREMENTS**

	<b>DCBC Certificate</b>	<b>Minimum Experience Required</b>
1	First 5-year certificate, based on previous 2-year (initial) certificate	<p>Candidate must have participated in at least 50 diving activities during the 2 years prior to recertification. Activities may be tending or diving, but candidate must have completed at least 10 dives appropriate to the level of certificate applied for.</p> <p><u>Note:</u> Surface Supplied Diving experience may be used to renew an existing SCUBA endorsement.</p>
<b>SCUBA DIVING OPERATIONS</b>		
2	SCUBA Diver certificate, Restricted or Unrestricted	<p>Candidate must have logged at least 50 SCUBA dives as a diver or supervisor during the past 5 years.</p> <p><u>Note:</u> The renewal of a SCUBA Diver endorsement, will be automatic with the renewal of the primary (i.e. surface-supplied) certificate.</p>
3	SCUBA Supervisor certificate, Restricted or Unrestricted	<p>Candidate must have participated in at least 50 SCUBA diving activities during the past 5 years, of which 25 must have been supervisory.</p> <p><u>Note:</u> For a surface-supplied diver to renew an existing endorsement as a SCUBA Supervisor candidate must have supervised at least 25 SCUBA dives during the past 5 years.</p>
<b>SURFACE-SUPPLIED DIVING OPERATIONS</b>		
4	Surface-Supplied Diver certificate, Restricted or Unrestricted	<p>Candidate must have logged at least 50 surface-supplied dives as a diver or supervisor during the past 5 years.</p> <p><u>Note:</u> Renewal at this level covers renewal of SCUBA diver certification provided that the candidate has formally qualified (i.e. received recognized prior training) in that specific category.</p>
5	Surface-Supplied Supervisor certificate, Restricted or Inshore Air	<p>Candidate must have participated in at least 50 surface-supplied diving activities during the past 5 years, of which 25 must have been supervisory.</p> <p><u>Note:</u> For a closed bell diver to renew an existing endorsement as a surface-supplied supervisor candidate must have supervised at least 25 surface-supplied dives during the past 5 years.</p>
6	Surface-Supplied Mixed-Gas Diver certificate	<p>Candidate must have logged at least 50 surface-supplied decompression dives as a diver or supervisor during the past 5 years; at least 5 of these dives must have been on mixed-gas.</p>

7	Surface-Supplied Mixed-Gas Supervisor certificate	Candidate must have participated in at least 50 surface-supplied decompression diving activities during the past 5 years; at least 25 must have been supervisory and 10 must have been on mixed gas. <u>Note:</u> For a closed bell diver to renew an existing endorsement as a surface-supplied mixed gas supervisor candidate must have supervised at least 25 surface-supplied decompression dives during the past 5 years.
8	Inshore Diving Safety Specialist (IDSS)	Candidate must have been employed as an IDSS (see Note) or have supervised at least 50 surface supplied dives during the past five years. <u>Note:</u> Employment as an IDSS (or equivalent) must be for a total of at least 6 months during the 5-year period at the level of certification sought.
<b>OFFSHORE DIVING OPERATIONS</b>		
<b>Note:</b> Offshore experience in all categories identified below must be completed in an actual oil / gas field operating under the jurisdiction of one of the Offshore Petroleum Boards or the National Energy Board of Canada (NEB) or equivalent. For example, it does not include diving on DSV's, drill rigs or similar vessels / structures in a harbour or bay during maintenance but it does include diving on an FPSO's propellers offshore in an oil field and offshore diving work in Lake Erie.		
9	Offshore Air Diving Supervisor	Candidate must have supervised at least 50 surface-supplied dives, of which 25 must have been "offshore" during the past 5 years <u>Note:</u> For a closed bell diver to renew an existing endorsement as an Offshore Air Diving Supervisor candidate must have supervised 25 offshore dives during the past 5 years.
10	Bell Diver	The candidate must have logged during the past five years, at least 50 diving activities, and have participated in one saturation dive as a diver or have worked on a saturation DSV in a position directly supporting saturation diving. Diving activities may be diving, trainee supervisor, or supervising (surface-supplied, surface-supplied mixed gas, or bell diving). <u>Note:</u> Renewal of a bell diver certificate without having participated in a saturation dive shall only be permitted once.

11	Bell Diving Supervisor	Candidate must have participated in at least 50 diving activities, 25 of which must have been offshore and including at least 1 saturation dive, in a diving supervisory role (e.g. as supervisor or superintendent) during the past 5 years.
12	Offshore Diving Safety Specialist (Surface-Supplied Diving)	<p>Candidate must have been employed as a DSS (see Note) during the past 5 years or have participated in at least 50 offshore diving activities in a diving supervisory role (e.g. as supervisor or superintendent) during the same period. Diving activities must be supervisory (surface-supplied, surface-supplied mixed gas, or bell diving) but the candidate must have supervised at least 25 surface supplied dives during the same period.</p> <p><u>Note:</u> Employment as a DSS (or equivalent) means employed or contracted as a DSS in support of offshore diving work for a total of at least 6 months during the 5-year period.</p>
13	Offshore Diving Safety Specialist (Bell Diving)	<p>Candidate must have been employed as a DSS (see Note) during the past 5 years, or have participated in at least 50 offshore diving activities in a diving supervisory role (e.g. as supervisor or superintendent) during the same period. Diving activities must be supervisory (surface-supplied, surface-supplied mixed gas, or bell diving) but the candidate must have supervised at least 25 closed bell runs, and participated in at least 1 saturation dive as a supervisor or superintendent, aggregated over the same period.</p> <p><u>Note:</u> Employment as a DSS (or equivalent) means employed or contracted as a DSS in support of offshore diving work for a total of at least 6 months during the 5-year period.</p>