

	Policy on the Accreditation of Occupational Diver Training Organizations	Issue: 01 Revision: 02 Date: 14 May 2014 Review by: N. Smith Approval: D. Parkes
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Purpose

To define and describe the policy and general principals 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.

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.

Policy

- a. It is the policy of the DCBC that the DCBC will accredit occupational diver training or assessment courses rather than the organization that delivers such training.
- b. Course must be designed and delivered in such a way that graduates are able to demonstrate the competencies described in CSA Standard Z275.4.
- c. CSA Standard Z275.5 is considered by the DCBC to be the minimum acceptable standard of training for occupational divers in Canada.
- d. 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,
 - 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.
- e. 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.
- f. In order to receive the accreditation of the DCBC for one or more of its courses, an occupational diver training or assessment organization must complete the application procedure set by the DCBC flowchart (Section 4 of the DCBC Quality Manual) and CSA Z275.5, and must pay the costs associated with the accreditation process; viz
 - a. The fee for initial accreditation is \$2,000 CAD.
 - b. The fee for interim audits, to be held approximately every 2 ½ years is \$500 CAD.
 - c. A Subject Matter Expert must participate in every initial audit.
 - d. Diver Training Organizations must be audited by an SME every 5 years.
- g. The DCBC will provide a timely response to an occupational diver training or assessment organization which submits an application for accreditation by the DCBC.