



**European Underwater Federation
Certification Body**

Certification Scheme

**Procedures for the Certification
of
Scuba Diver Training in accordance with EN 14153series
and
Scuba Instructor Training in accordance with EN 14413series**

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EUF Certification Body



1 Scope

This certification scheme specifies procedures to certify the conformity of pertinent sections of a training system issued and operated by a training organisation with the requirements of the European Standard series

EN 14153-1, *Recreational diving services - Safety related minimum requirements for the training of recreational scuba divers - Part 1: Level 1 – "Supervised Diver"*

EN 14153-2, *Recreational diving services - Safety related minimum requirements for the training of recreational scuba divers - Part 2: Level 2 – "Autonomous Diver"*

EN 14153-3, *Recreational diving services - Safety related minimum requirements for the training of recreational scuba divers - Part 3: Level 3 – "Dive Leader"*

EN 14413-1, *Recreational Diving Services - Safety related minimum requirements for the training of scuba instructors - Part 1: Level 1*

EN 14413-2, *Recreational Diving Services - Safety related minimum requirements for the training of scuba instructors - Part 2: Level 2.*

The certification shall be performed as a combined audit of the scuba diver and scuba instructor training systems.

The certification is conducted in accordance with the principles of the European Standard EN 45011 *General requirements for bodies operating product certification systems*. The Terms and Conditions of the EUF Certification Body apply.

2 Application for certification

2.1 Training organisations are entitled to apply for certification of pertinent sections of their training systems for the geographic region in which they operate and issue scuba diver and scuba instructor certifications.

2.2 The application shall specify which qualification levels are to be certified as being compliant with which European Standards.

2.3 The training organisation shall nominate a "certification liaison officer" who shall be the contact person for the EUF certification body.

3 Audit team

3.1 All assessments in the framework of the specified certification procedures shall be carried out by an audit team. This audit team is composed of a Lead Auditor and a Technical Auditor. Members of the audit team shall be neutral and economically independent of the applicant.

3.2 The Lead Auditor shall be a certification professional and a trained auditor. The Lead Auditor will be appointed by the Austrian Standards Institute.

3.3 Technical Auditors shall meet the following qualification requirements with regard to recreational scuba diving:

- have a minimum of 10 years experience in teaching and evaluating scuba divers,
- have a minimum of 5 years experience in teaching and evaluating scuba instructors to at least a level equivalent to EN 14413-2,
- be in a leading position in a training organisation or shall be a recognised expert,
- be included on the EUF register of approved active Technical Auditors by the EUF.

The EUF Certification Body will appoint a Technical Auditor on a case by case basis and shall maintain a register of approved active Technical Auditors.

4 Documentation

4.1 Prior to the procedural audits (clause 5), the applicant shall submit written documentation regarding the training system to be certified. This documentation shall comprise the following:

- prerequisites required for participation in the relevant training courses,
- general information material intended to be given to customers,



- training material concerning theoretical knowledge; i.e. material on the basis of which scuba instructors deliver their lessons as well as training material supplied to students,
- training material concerning scuba skills; i.e. material on the basis of which scuba instructors deliver their lessons as well as training material supplied to students,
- regulations which deal with practical training parameters and relevant standards, rules and codes for service providers issued by the training organisation,
- examination procedures with regard to theoretical knowledge and scuba skills of students,
- quality control measures taken by the training organisation to ensure that standards relevant to the respective ENs are adhered to by the service provider.

4.2 Referenced documentation shall be submitted to the EUF Certification Body at least 8 weeks prior to the performance of the procedural audits preferably in electronic format.

4.3 The documentation shall be checked and evaluated by the audit team in terms of completeness (according to the points mentioned above) and the required content of the training system (according to the applicable EN) prior to the procedural audit. A positive evaluation of the content of the training system is a prerequisite for the procedural audits in accordance with clause 5.

5 Procedural Audits

5.1 In order to validate the practical aspects of the training system, evidential procedural audits shall be performed where access to the dive certification/training records of students and scuba instructor candidates can be provided and where the observation of a proportionate number of scuba diver and scuba instructor training events at appropriate levels is possible. The number of events to be audited will be determined from the following table:

Annual certification grouping

number of relevant certifications ¹ issued per year	number of events to be audited
less than 3 000	1
between 3 001 and 10 000	2
between 10 001 and 25 000	3
greater than 25 000	4

Where significant proportions of annual scuba diver and scuba instructor certifications are conducted in specific locations or countries procedural audits shall be carried out in these locations.

5.2 The following activities shall be carried out by the audit team at the premises of the training organisation:

- checking documentation of the training system with regard to the applicable requirements of the ENs,
- checking training/certification records for proof that required activities have been conducted and/or required measures have been taken,
- evaluating quality control measures taken by the training organisation to ensure that standards relevant to the respective ENs are adhered to by training providers.

5.3 The following activities shall be carried out by the audit team at dive training centres/dive sites:

- checking that training conducted by training providers comply with the specifications of the training organisation,
- checking training/certification records for proof that required activities have been conducted and/or required measures have been taken,
- conducting in-water observation of open water practical training and/or assessment of students for proof that required activities are conducted,
- interviewing scuba instructor-trainers, scuba instructor candidates, scuba instructors and students (as applicable) to ascertain required activities have been conducted and/or required measures have been taken.

¹ Relevant certifications mean certifications of scuba diver qualifications and scuba instructor qualifications claiming conformity with EN 14153 series resp. 14413 series.



5.4 Training/certification records to be checked shall be chosen from a period no greater than the 5 years preceding the audit. The number of training/certification records to be checked shall be sufficient to provide evidence that thorough and complete adherence to training programmes has been carried out.

Interviews with customers shall always be conducted independently from those with the training provider's personnel.

5.5 Audit visit sequence

Head Quarter section:

1. Overview of operational structure, training system management – Organigram of TO/company
2. Introductory tour
3. Initial completion of audit checklist documentation
4. Completion of detail of audit checklist documents – evidential interviews with responsible section personnel

Training delivery site(s):

1. Overview of operational structure, training system management – Organigram of training provider
2. Introductory tour
3. Further completion of detail of audit checklist documents – evidential interviews with training provider staff
4. Observation of training provision
5. Client interviews

6 Issue and extensions of certificates

6.1 The final assessment resulting from the evaluation of the documentation and the procedural audits is based on the assessment criteria for each requirement of the applicable EN in accordance with the checklists given in annexes B.1, B.2 and B.3. A positive assessment is the prerequisite for the issue of the EUF certificate. The certificate will be valid for a maximum of 5 years.

6.2 The steps outlined in clause 4 and 5 shall be performed to extend the validity of the certificates for further 5 year periods.



Annex B.1 General Assessment criteria for EN 14153series and EN 14413series regarding Quality control

Assessment criteria
<p>1. The training organisation has implemented quality control measures to ensure that standards relevant to the respective ENs are adhered to by the training provider.</p> <p>Note: Such measures could be e.g. customer questionnaires, regular inspections by the training organisation etc.</p>
<p>2. Checks of records and the procedural audits show that quality control measures are actually carried out on a regular and systematic basis.</p>



Annex B.2 Assessment criteria for EN 14153series "Training of scuba divers"

Assessment criteria for clause 5 "Prerequisites for training"
<p>1. The training system/training organisation requires the training provider to seek:</p> <ul style="list-style-type: none"> - parental or legal guardian consent in case of minors - documentary evidence that students are medically screened - for level 3 students: documentary evidence that students meet the requirements for a level 2 diver including necessary diving experience.
<p>2. Checks of training/certification records reflect that:</p> <ul style="list-style-type: none"> - parental or legal guardian consent was given in all cases of training of minors - documentary evidence of medical screening has been provided by students - students only took part in level 3 training courses after documented evidence of minimum diving experience has been provided.
Assessment criteria for clause 6 "Introductory information"
<p>1. The training system/training organisation provides appropriate information material according to EN 14467, clause 4.1</p>
<p>2. Inspections of the training procedures confirm that:</p> <ul style="list-style-type: none"> - the training provider has available the information material provided by the training organisation, - students are supplied with this information as required.
Assessment criteria for clause 7 "Required theoretical knowledge"
<p>1. The training system / training materials supplied by the training organisation have the required content with regard to theoretical knowledge.</p>
<p>2. Checking the training/certification records shows that students have been provided with the required theoretical training.</p>
<p>3. Interviews reflect that students are provided with the required training on theoretical knowledge as specified by the training organisation.</p>
Assessment criteria clause 8 "Scuba skills"
<p>1. The training system / training materials supplied by the training organisation have the required content with regard to scuba skills.</p>
<p>2. Checking the training/certification records shows that students have been provided with the required training in necessary scuba skills.</p>
<p>3. Underwater observation of open water training demonstrates that effective practical training is conducted.</p>
<p>4. Interviews reflect that students are provided with the required training on scuba skills as specified by the training organisation.</p>
Assessment criteria for clause 9.1 "Leadership skills" (!! only level 3 !!)
<p>1. The training system / training materials supplied by the training organisation have the required content with regard to leadership skills.</p>
<p>2. Checking the training/certification records shows that students have been provided with training on leadership skills.</p>
<p>3. Interviews reflect that the students are provided with training on leadership skills as specified by the training organisation.</p>

**Assessment criteria clause 9.2 "Diver rescue", clause 9.3 "First aid" and clause 9.4 "Emergency oxygen administration" (!! only level 3 !!)**

1. The training system/training organisation provides training on diver rescue skills.
2. The training system/training organisation provides training on First Aid and Oxygen Administration or requests students to provide documented proof of completed training on First Aid and Oxygen Administration.
3. Examination procedures specified by the training organisation include a demonstration of diver rescue skills by means of completing at least one simulated open water rescue.
4. Checking the training/certification records reflect that students have been provided with training on diver rescue and that proof of training on First Aid and Oxygen Administration is available for each student.
5. Interviews reflect that students are provided with training on diver rescue as specified by the training organisation.

Assessment criteria for clause 9 "Practical training parameters" (!! only level 1 and level 2 !!)

1. The training system/training organisation specifies and requires the training provider to meet the appropriate practical training parameters.
2. Checking the training/certification records reflect that training took place under the required practical training parameters.
3. Interviews reflect that the training provider applied the training parameters and the training course took place as specified by the training organisation.

Assessment criteria for clause 10 (level 1 and level 2) resp. clause 11 (level 3) "Assessment"

1. The training system/training organisation specifies examination procedures with regard to theoretical knowledge and scuba skills including a minimum number (as specified by the applicable EN) of qualifying open water dives as pass criteria.
2. Checking the training/certification records shows that assessment of theoretical knowledge and scuba skills of the students took place as a prerequisite for issuing the certificate.
3. Interviews reflect that the proceedings to assess the skills of students took place as specified by the training organisation.



Annex B.3 Assessment criteria for EN 14413series "Training of scuba instructors"

Assessment criteria for clause 5 "Prerequisites"
<p>1. The training system/training organisation requires the training provider to seek:</p> <ul style="list-style-type: none"> - documented evidence that scuba instructor candidates meet the requirements for a level 3 diver including the necessary diving experience, - documented evidence that scuba instructor candidates have been medically screened.
<p>2. Checking the training/certification records reflect that scuba instructor candidates</p> <ul style="list-style-type: none"> - took part in training courses only in case that documented evidence of minimum diving experience has been provided, - took part in training courses only after that documented evidence of the medical screening has been provided.
Assessment criteria for clause 6 "Scuba instructor candidate information"
<p>1. The training system/training organisation provides appropriate information/material according to EN 14467, clause 4.1</p>
<p>2. Inspections of the training locations confirm that:</p> <ul style="list-style-type: none"> - the training provider has available the information material provided by the training organisation, - scuba instructor candidates are supplied with this information.
Assessment criteria for clause 7 "Required theoretical knowledge"
<p>1. The training system supplied by the training organisation contains the required sections on theoretical knowledge.</p>
<p>2. Checking the training/certification records reflect that scuba instructor candidates have been provided with the required theoretical training.</p>
<p>3. Interviews of scuba instructor candidates verify they have been instructed in the required theoretical knowledge as specified by the training organisation.</p>
Assessment criteria for clause 8 "Personal scuba skills"
<p>1. The training system supplied by the training organisation contains the required scuba skills.</p>
<p>2. Checking the training/certification records shows that scuba instructor candidates have been provided with the required scuba skills training.</p>
<p>3. Interviews with scuba instructor candidates verify they have been provided with the required training on scuba skills as specified by the training organisation.</p>
Assessment criteria for clause 9 "Theoretical teaching skills"
<p>1. The training system supplied by the training organisation contains the required sections on performing theoretical teaching presentations.</p>
<p>2. Checking the training/certification records reflect that scuba instructor candidates have been provided with training on theoretical teaching skills.</p>
<p>3. Interviews of scuba instructor candidates verify they have been provided with training on teaching presentations as specified by the training organisation.</p>
Assessment criteria for clause 10 "Teaching and supervision of scuba skills"
<p>1. The training system supplied by the training organisation contains the required sections on teaching and supervision of scuba skills.</p>
<p>2. Checking the training/certification records shows that scuba instructor candidates have been provided with training on teaching and supervision of scuba skills.</p>
<p>3. Interviews of scuba instructor candidates verify they have been provided with training on teaching and supervision of scuba skills as specified by the training organisation.</p>

**Assessment criteria for clause 11 "Emergency procedures"**

1. The training system/training organisation provides training on diver rescue skills.
2. The training system/training organisation provides training on First Aid and Oxygen Administration or requests scuba instructor candidates to provide documented proof of completed external training on First Aid and Oxygen Administration.
3. Checking the training/certification records reflect that scuba instructor candidates have been provided with training on diver rescue and that proof of training on First Aid and Oxygen Administration is available for each scuba instructor candidate.
4. Interviews of scuba instructor candidates verify they have been provided with training on diver rescue as specified by the training organisation.

Assessment criteria for clause 12 "Scuba instructor-trainers"

1. The training organisation has specified the qualification and the responsibilities of scuba instructor-trainers within the framework of the training system.
2. The training organisation has individuals qualified in accordance with the specified qualification requirements available.
3. The process of training and certification of scuba instructor candidates as specified by the training system/training organisation involves at least one scuba instructor and one level 2 scuba instructor of senior standing.
4. Checking the training/certification records shows that the process of training and certification of scuba instructor candidates as specified by the training system/training organisation involves at least one scuba instructor and one level 2 scuba instructor of senior standing.
5. Interviews reflect that the scuba instructor-trainers take part in the training/certification of scuba instructor candidates as specified by the training organisation.

Assessment criteria for clause 13 "Certification"

1. The training system/training organisation specifies 18 years as the minimum age certification.
2. Checking the training/certification records shows that scuba instructor candidates were 18 years or older at the time of certification.
3. The training system/training organisation specifies requirements concerning minimum scuba instructing experience and diving experience for scuba instructor candidates.
4. Checking the training/certification records reflects that scuba instructor candidates have gained teaching experience and sufficient diving experience as specified by the training organisation.
5. The training system/training organisation specifies examination procedures with regard to:
 - theoretical knowledge,
 - teaching techniques,
 - teaching and supervision of scuba skills,
 - supervision and guidance of diving activities.
6. Checking the training/certification records shows that examination of the required skills of scuba instructor candidates took place.
7. Interviews reflect that the proceedings to certify the skills of scuba instructor candidates took place as specified by the training organisation.
8. The training system/training organisation specifies examination procedures of scuba instructor candidates with regard to:
 - diver rescue,
 - first aid,
 - oxygen administration.
9. The specified examination procedures include either
 - completing at least one simulated open water rescue by the scuba instructor candidateor
 - the requirement for the scuba instructor candidate to provide current proof of such competency.
10. Interviews reflect that the proceedings to certify the rescue skills of scuba instructor candidates took place as specified by the training organisation.