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WELCOME

Welcome to SEADOG Commercial Diving School. In this information package we hope to provide you with an insight into the world of the commercial diver and share the passion we have for our unique profession.

Before embarking on a career as a commercial diver there are many decisions that you need to make. One of the most important is your choice of a suitable training provider. Whether your ultimate goal is employment in the offshore oil and gas industry or not; you will need high quality foundation training in basic diving techniques and associated work practices.

Our Mission:- "At SEADOG, we are committed to providing quality, progressive education using outcome-based skills training and the development of individuals.

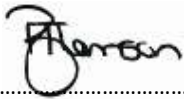
We support student-centered learning to ensure that individuals trained at SEADOG demonstrate competency through a combination of knowledge, understanding and skills that produce good performance and safe working practices within the civil works and offshore, oil and gas industries."

Teamwork is a very important aspect and there is simply no place in commercial diving for the individual.

We can reserve a place for you on our next course but no place is guaranteed until all necessary enrollment documentation and course fees have been received.

SEADOG is accredited and licensed by the Department of Labour, South Africa.

Sincerely,



.....
Bridget Thomson
CEO

Occupational Health

This student information pack contains the key policies, and expectations of SEADOG, and other information you will need. Please read the contents carefully prior to commencing course. There are certain requirements you must fulfill prior to attendance. Please bring this handbook with you as you will need to refer to it throughout the course.

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1. COURSE OPTIONS

There are three levels of commercial diver training offered by SEADOG Commercial Diving School, namely:

- 1.1 Class IV – SCUBA Diving up to 30m (Equivalent to HSE Part 4/ ADAS Part 1)
- 1.2 Class III – SSDE Inshore up to 30m (Equivalent to HSE Part 3 / ADAS Part 2)
- 1.3 Class II – SSDE Offshore up to 50m (Equivalent to HSE Part 1 / ADAS Part 3) (IMCA Recognised Certificate)

The Department of Labour, South Africa does not recognise any recreational SCUBA diving tickets as prior experience for Commercial Diving. Students must be trained by an approved DOL training establishment within South Africa and undertake and successfully pass an approved theory examination.

Each level of training takes 4 weeks to complete and the levels are progressive. You must complete a Class IV course before undertaking Class III, and you must undertake Class IV and III before undertaking Class II training.

If you intend to work offshore you will need Class II. This is also our most popular course, as it offers the best employment opportunities.

2. HOW DO I GET STARTED?

All enrollments and / or enquiries are processed via email. SEADOG will not process any telephonic bookings. All training enquiries will be dealt with via bookings@divingschool.co.za.

Undergo an initial diving medical in accordance with the Department of Labour of South Africa regulations.

Complete a course enrollment form in full, as per instructions. Email the form together with supporting documentation to bookings@divingschool.co.za.

Upon receipt and verification of all information received, the school will provide you with written confirmation of acceptance of your application and a pro-forma invoice.

You will be required to pay a R 5,000.00 deposit, per level of training you are booking, to secure your booking. Full course fees are payable two weeks prior to course commencement date.

Only once the full course fees have been received in the nominated SEADOG banking account, your booking will be guaranteed and you will be assigned a student number.

SEADOG will provide you with all necessary documentation i.e. Letters of invitation, etc. in support of any visa applications, if required.

3. COURSE PRE-REQUISITES

You are required to achieve the following, as a minimum, **prior to commencement of diver training**. Failure to meet any of the above-mentioned criteria will result in student not being permitted to commence training.

- i. Be at least 18 years of age.
- ii. A valid, in-date commercial diving medical certificate performed by a doctor qualified in hyperbaric medicine. (Your recreational medical certificate is unacceptable). This certificate must be valid for the duration of your course.

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- iii. Be a competent swimmer - Note: competence will be demonstrated by completing 300 meter freestyle swim and breath hold for a minimum of 20 seconds, swim 25m underwater, recover and object from 5m underwater and tread water for 1 minute.
- iv. Be able to add, subtract, multiply and divide whole numbers, decimals and fractions, calculate percentages, and solve simple formulas, i.e. gas laws.
- v. Must be competent in the English Language - understand written and verbal communications in English and be able to communicate with other people.

3.1 Diving Medicals

All students are required to undergo an initial diving medical, **prior to commencing training**, as required by South African legislation which requires all diver medicals to be undertaken by a registered South African Department of Labour Diving Doctor.

3.1.1 South African Students

SA students are required to undergo an initial diving medical, with an in-date diving doctor as per the OHS Act 85 of 1993, Diving Regulations, 2009 prior to arrival on course

All initial investigations must be completed during an initial diving medical, including:

- Visual examination
- Pulmonary Function (lung function)
- Chest X-rays
- Hearing test (Audiometry)
- Stress ECG

Ensure you are issued with a “medical certificate of fitness” based on the results of your examination keep an original of the certificate with you at all times.

The certificate must indicate the following according to Occupational Health and Safety Act, 1993 (Act no.85 of 1993), Diving Regulations 2009 or else this regulation is not complied with and the prospective diver can not be registered:

- The name and identity number of the person to whom it relates
- The date of the medical examination
- The date of any x-ray taken for the purpose of the examination
- Whether the person is considered fit to dive commercially
- Any limitation on the diving or compression for which the person is considered fit
- The period (not exceeding 12 months) for which the person is considered fit.
- The name, address, telephone number and HCP of S. Africa registration number
- The DOL number assigned to approved Diving doctors.
- The year in which the doctor last attended a course in underwater medicine (DOL will not accept Doctors who have not attended a Diving Refresher course within the last four years)
- The signature of the medical practitioner.

3.1.2 Foreign Students

Even though foreign students will need to undergo an initial diving medical examination in South Africa (in accordance with legislation), we do recommend that you undergo a diving medical in your country of origin in order to establish whether you are fit / unfit to dive, prior to paying course fees and incurring travel expenses.

Non-South African students are advised to undergo and bring the originals of the following reports (ensure your Doctor gives you the result and FULL report of each item):

- Chest x-rays and report
- Lung function
- Visual examination
- Hearing test
- Stress ECG
- Clinical Examination

We recommend that you arrive before course commencement in order to undergo your South African diving medical before course commencement. You will not be able to commence training before you are not in possession of a valid SA diving medical.

3.2 Competent Swimmer / Watermanship

Students are required to meet the minimum swim test requirements and will be evaluated on the first day of the course:

- 300m freestyle swim
- 20 second breath hold
- 25m underwater swim
- 5m underwater object recovery
- 1 minute water treading

Students failing to meet the criteria will not be permitted to undergo training and will forfeit all fees paid.

Commercial diver training is intensive so be prepared!

3.3 English Language Proficiency

SEADOG will not allow any student to complete training if they cannot communicate freely in the English language. Limited command of the English language severely compromises the safety of training.

3.3.1 Why does one have to demonstrating Proficiency in the English Language?

- English is generally accepted as the International language.
- All training at Seadog is carried out in English.
- Most international standards and documentation required by clients/companies are recorded in the English language. (IMCA)
- The student must be able to follow the lawful orders of the supervisors, co-operate with all dive team members and perform certain tasks and emergency procedures.
- Being proficient in the English language assists in establishing a safe work place.

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4. ATTENDANCE AND DURATION

Training is only one element of competence and not just about following procedures and checklists. True competence is a combination of qualifications, understanding, experience, skills and other qualities that produce good performance and safe working practices due to the knowledge and understanding of the skill learned during the entire duration of a training program.

100 % Attendance of all diver training modules is compulsory including:

- watermanship training
- academic training
- diving skills training
- tools skills training

Failure to achieve 100 % attendance will result in non-competency of student.

Students are expected to be fully committed and will devote 100 % of their time and attention to the training programme. Each Class of training is scheduled over a 4 week period, 7 days a week, 12 hours per day. These timings exclude the provision of night dives, which is mandatory during certain phases of training.

Absenteeism and/or tardiness will not be tolerated. Any unforeseen absence from a training session must be reported in person, where possible, to the Student's instructor / supervisor before the start of the scheduled session. It is at the sole discretion of SEADOG to permit a student to make up for lost time or alternatively be deferred to the next available course. Unreported and unjustified absenteeism will result in the Student not being permitted to continue the training programme.

In the unlikely event of bad weather and other circumstances beyond the control of the management of SEADOG, the duration of the course may be extended. SEADOG shall not be held liable for any additional costs incurred, or loss of income sustained by a student / company as a result of such delays.

5. LATE ARRIVALS

SEADOG will under no circumstances allow students' late arrival. Should a student arrive later than course commencement date, he/she will be deferred to the next available course. All expenses incurred due to late arrival i.e. accommodation, deferment levy, etc. will be for the student's / company expense and payable prior to commencing next scheduled course.

6. COURSE FEE PAYMENT

A non-refundable deposit is required to secure a booking. The balance of course fees must be paid in full a minimum of two weeks prior to the course start date.

Payments of fees may be made by direct transfer into the nominated banking account. Payment will only be viewed as received once it reflects in the school's banking account.

Under no circumstance are course fees refundable. Course fees are however transferable, at the discretion of SEADOG Management.

SEADOG Banking Details

Account Holder : SEADOG Commercial Diving School
 Account Number : 407-508-5659
 Account Type : Current
 Bank : ABSA
 Branch Code : 632-005
 Branch Name : Vredenburg
 SWIFT : ABSAZAJJ
 Bank Address : 6 Main Road, Vredenburg, 7395, Western Cape, South Africa

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7. WHAT YOU SHOULD BRING ALONG?

DESCRIPTION	CHECK
Swimming Costume and towel	
Running Shoes	
Seasick Tables (e.g. Stugeron)	
DOL Diver registration requirements	
Originals of all documentation	

DESCRIPTION <i>(You also have the option to rent this equipment from the school)</i>	CHECK
Mask	
Snorkel (J-type / No valve)	
Wetsuit (7mm) Farmer John with separate jacket and hood	
Gloves	
Hard-sole Booties	
Weightbelt (incl. buckle and weight stays)	
Fins (open-heel, preferably jet-fin type)	

8. TRAVEL INFORMATION

SEADOG Diving School is situated in Saldanha Bay, approximately 120 km from Cape Town. (GMT +2)

The nearest international airport to the School is Cape Town International Airport (CPT). For flight arrival and departure times for airlines flying into South Africa visit the Airports Company of South Africa website www.acsa.co.za.

It is the sole responsibility of the student to arrange their own transport to and from the Airport / Training Centre. Students arriving late for the pre-course assessment will not be permitted to commence training and will be deferred to the next available course.

South Africa's seasons are the reverse of those in the Northern Hemisphere. Midwinter is in June and July and midsummer in December and January. The climate on the West Coast is mostly semiarid; subtropical along east coast; sunny days, cool nights.

South Africa's currency is the Rand, which is divided into 100 cents. Coins come in denominations of 5c, 10c, 20c, 50c, R1, R2 and R5 and notes in denominations of R10, R20, R50, R100 and R200.

South Africa's major bank chains are found across the country, these include ABSA, First National Bank (FNB), Nedbank and Standard Bank. These banks generally operate between 08h30 and 15h30 weekdays. Automatic Teller Machines (ATM) and Bureau de Change are abundant and easily accessible. All major credit cards are accepted.

NOTE: No credit card facility at SEADOG.

9. STUDENT ACCOMMODATION

Basic accommodation is available at the backpacker diver's House "The Hard Hat" located next to the training centre. Accommodation including three meals a day is available to students, if required. This accommodation is for the student's own expense. Refer to the payment schedule attached for costs.

The Hard Hat Accommodation consists of a large dining area, TV room with DSTV and wireless internet access. There is a pay phone (World Call Card) in the Hard Hat. +27 22 714 1093. Basic amenities are all in walking distance from the school and accommodation. There are other B&B, self-catering accommodation and hotels in the area. Contact details can be provided upon request.

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10. EXAMINATIONS AND ASSESSMENTS

Continuous formative homework assignments will be given to assess student's progress. Written summative assessments are to be written on completion of each Class of diver training. Three examinations are required by the DOL (Theory, Written Practical and Legislation). All summative assessments are closed-book and the pass mark is 60%, unless otherwise specified.

SEADOG shall not be held liable for any additional costs incurred, or loss of income sustained, by a student as a result of his/her failing to meet the required standard during an examination, or not attaining and completing the scheduled examination.

Examination re-write shall be scheduled at the convenience of SEADOG. An additional fee of R300.00 will be levied.

Final exams are moderated by the DOL and SEADOG has no control over the final results.

11. CERTIFICATION AND ISSUE OF DIVING TICKETS

Certificates of Competence are issued by SEADOG on successful completion of course.

Registration of divers is submitted to the DOL in accordance with regulations. On receipt of DOL diving ticket it will be posted with a tracking number to the student / company. SEADOG has no control over the time frame of issuing DOL diving tickets.

The DOL Class II ticket is recognised by IMCA for offshore diving as listed in IMCA D04/05.

12. STUDENT CONDUCT, ETHICS AND DISCIPLINE

Students who enroll at SEADOG agree to at all times during their training:

- Conduct themselves in a professional manner and behave responsibly and with consideration at all times.
- Refrain from any conduct, which impairs the reasonable freedom of other students to pursue their training at SEADOG.
- Obey any reasonable directive from an Instructor, Manager or employee of SEADOG.
- Not disrupt any training activity or examination being conducted by SEADOG.
- Refrain from impairing any students training programme by assault, attempted assault or threat any person.
- Use their skills, time and attention to the best of their ability.
- Take responsibility for the efficient use of their time and achievement of the objectives of the course.
- Maintain an acceptable standard of personal presentation.
- Ensure that their actions do not threaten the health or safety of fellow students or staff.
- Refrain from the use of any illegal substances for the duration of their stay in South Africa.

To ensure orderly operations and provide the best possible work environment, SEADOG expects students to follow rules of conduct that will protect the interests and safety of all students, employees and the school.

SEADOG may suspend and/or dismiss a student from further training where the conduct of the student is unacceptable and in breach of the expected standards, rules and regulations of the school.

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All students will attend an internal induction programme on the first day of the course. School disciplinary, grievance and other relevant policies, procedures and expectations will be discussed with student in detail.

13. CONTACTING THE SCHOOL

Course enquiries – Email: bookings@divingschool.co.za

Finance enquiries – Email: fin@divingschool.co.za

General enquiries – Email: info@divingschool.co.za

Telephone: +27 22 714-0222 / 0333

Facsimile: +27 86 583-6646

The school phone line may be used for incoming calls for administrative purposes and emergencies. No outgoing calls are permitted unless for emergencies.

APPENDICES

Appendix 1: Course Fees and Date Schedule

Appendix 2: Course Enrollment Form

Appendix 3: English Assessment Form

Appendix 4: South African Dive Medical Examination Form

Appendix 5: DOL Diver Registration Requirements