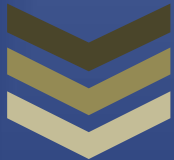




Guide and Protocol of Audits for Water Sports Centres (Group A) and (Group B) V1.1



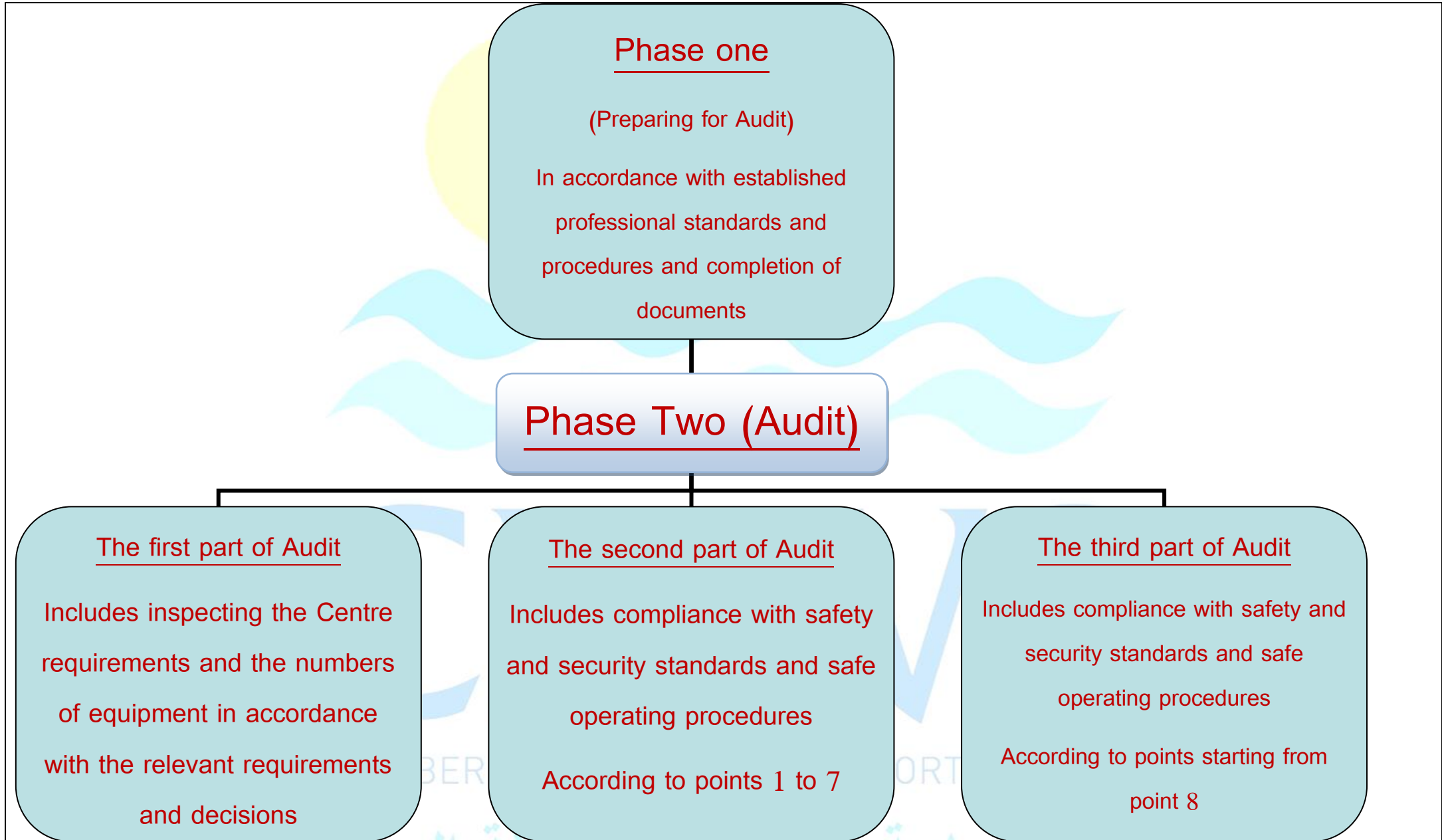
Introduction

Dear Colleagues /

Technical managers and legal representatives of Water Sports Activity Centres (Group A – Group B)

After Greetings,

In light of the responsibilities assigned to the chamber in accordance with Law No. 27 of 2023 and related regulations and resolutions. The chamber is concerned with the common interests of its members working in the industry of tourism diving and watersports activities within the scope of the tourism plan of the state and represent them with public authorities and local and international organizations and bodies and help these organizations to develop and activate tourism diving and water sports activities in Egypt. The chamber is the only entity representing this tourist activity before the public authorities, organizations and local and international bodies. Based on faith and keenness of the chamber to develop and promote this vital sector because of its importance to the Egyptian national income, and within the framework of the general interest of its members, the chamber was obliged to achieve one of its most important messages and objectives, raising the level of professionalism and improving the level of services provided to its members and providing the appropriate working environment for the committed members. As the need is increasing at the present time to complete the establishment of the necessary foundations for the development of mechanisms and procedures of services provided to the members and commiserating with the workload and responsibilities of the chamber and to facilitate to its members, so the chamber has placed this manual among hands of your Excellency to cover all phases and aspects of the inspections as an easy reference and a reliable manual available to serve its members to facilitate, save time and effort, which is reflected positively on its members and sector service in order to improve the quality of the Egyptian tourist product by raising the level of services through the establishment of quality standards, professional skill and dissemination of professional training in the field of diving and marine activities to raise the level of performance of workers in the tourism sector. It is worth mentioning that many may think that they are familiar with a lot of information and procedures, but certainly they will benefit at this stage from the new approach, which regulates the procedures and correct some misconceptions, if any. The manual contains steps and procedures that are applicable to ensure that your facility conforms to the basic technical requirements of security, safety and safe operation standards according to the international standards. The inspection shall consist of two phases, and the facility shall comply with them without exceeding or breaching, compliance with international standards and requirements of security, safety and safe operation standards should be proven as follows:



Phase one (preparing for the Audit) in accordance with established professional standards and procedures and completing documents

The technical manager must take the necessary measures to review and be familiar with the professional standards and principles stipulated below, in order to be able to prove the facility's ability to operate safely during the provision of services, and adhere to international standards, **then send the following statement to the CDWS in two PDF files via one email to ss.audit@cdws.travel for South Sinai and Cairo governorates, and rs.audit@cdws.travel for the Red Sea and Alexandria governorates, so that the first file includes points from 1 to 7, and the second file includes points from 8 to 17 as follows:**

First file PDF (Membership Department related)

- 1- A recent copy of the commercial register, not older than three months, a copy of the establishment's tax card, and a copy of the VAT certificate.
- 2- A copy of the latest renewal of the Ministry of Tourism license. (In case of renewal).
- 3- A valid navigation license for the Centre's boats and vessels
- 4- A copy of the lease contract for boats and vessels not owned by the Centre.
- 5- In the event of changing boats and vessels from the previous year, a replacement letter will be sent from the company with the name of the new boats and vessels and a copy of a valid navigation license shall be attached
- 6- In case of adding a boat or vessel, the Ministry of Tourism must first apply.
- 7- Copies of CDWS cards for technical manager>

Second PDF file (Quality Assurance Department related)

- 8- Copies of CDWS cards for professional workers with a list of their names, jobs, and information (i.e. Instructors/professionals with whom the center deal with, even once).
- 9- A statement of the Water Sports to be licensed and a comprehensive inventory list of the facility's equipment for carrying out the activity/activities.

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10– Beach coordinates and the address of the center (attached with) a Google map showing the places where the activity/activities are carried out and the specific swimming areas, with the need to clarify the exit and entry places for equipment and activities in a way that does not conflict with safety and security factors.

11– Copies of training certificates for professionals, first aid certificates (must be valid) from an organization accredited by the CDWS (the validity period of temporary certificates is only 90 days). Attached with the first aid certificate is an evaluation form for the course. **See the appendix of the proposed forms below**

12– A list of medical oxygen cylinders containing (type of metal / liter capacity / serial number / date of production / date of the last visual inspection / date of the last hydrostatic inspection) and their validity. The serial number in the list must match the number on the validity certificates that must be issued by a station. Maintenance station must be approved by the CDWS. **See the appendix for suggested models below.**

13– A copy of the (Reservation and Release of Liability/Risk Awareness) form for practitioners that the facility uses daily to carry out beach activities or via boats, provided that the form is in the client's language or a language that the client understands. **See the appendix for suggested models below**

14– A statement of the names of the facility's employees, including the tasks assigned to the employees.

15– A written emergency plan containing a minimum of the following information must be provided at each location where the activity/activities are carried out:

–Recovery procedures, first aid, and transporting the injured.

–Use of medical oxygen supply units in emergency situations.

–Information (including contact information) about medical advice in emergency situations, such as the “hotline” for emergency cases and nearby medical centers. See the appendix for suggested models below

15– A copy of the event/incident report form required to be submitted to the Chamber in the event of accidents – God forbid. **See the suggested forms appendix below.**

16– A contract for marketing Parasailing activity and/or glass (bottom/side) boat in the event of a desire to market these activities and implement them through a center licensed by MOTA to implement them and proven to have the necessary boats and equipment.

17– A copy of the event/incident report form required to be submitted to the CDWS in case of accidents – God forbid. **See the appendix for suggested models below**

Important Notes:

In the event that the technical manager wishes to obtain a leave of absence for a period of more than seven days, he must appoint someone to act on his behalf during that period, provided that he is at the same level as the basic technical manager, according to the type of activities licensed for the center, and that he must have completed the technical managers' course provided by the CDWS, or that He passes the temporary technical manager test, provided that the leave period does not exceed two months.

In the event that the technical manager submits his resignation from the technical management of the center, the resignation can be withdrawn (only once) within two weeks of submitting his resignation.

In the event that the technical manager is changed by the center or the technical director resigns, the facility must appoint a new technical director within a maximum of 14 days from the date of resignation/change, and the legal representative of the facility is responsible for managing the facility during that period, and the new technical manager must send Phase one (Preparing for inspection) within a maximum of 7 days, and he must submit a visit request after completing Phase one (Preparing for inspection) within a maximum of 7 days.

The logo for the Chamber of Diving & Watersports - Egypt (CDWS) features the acronym 'CDWS' in large, light blue, serif capital letters. Above the letters is a stylized sun with rays and a wavy line representing water. Below the acronym, the full name 'CHAMBER OF DIVING & WATERSPORTS - EGYPT' is written in a smaller, light blue, sans-serif font. At the bottom, the Arabic name 'غرفة سياحة الغوص والأنشطة البحرية' is written in a light blue, stylized font.

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م	The results of phase one (Preparing for inspection)		The procedures for implementation	
			The first review with the same tec. manager	The second review with the same tec. manager
1	Knowledge of the established professional standards and principles and the fulfilment of the required documents and forms	Compatible	The centre will be informed of the necessity of applying for the membership department, by requesting the inspection and paying the value of the prescribed visit in order to determine an appropriate date for the inspection according to the priority of the room's applying and be informed with date of visit.	/
		Not Compatible	A first period for compatibility for <u>one week</u> without issuing a membership litter.	A final second deadline for <u>a week</u> to fulfil the documents without issuing a membership letter, and in the event that it is not fulfilled at the end of the second and final deadline, the ministry will be notified to take the necessary to stop the license if it is valid and the appointment of the technical manager will not be accepted until after passing the prescribed course, or changing the technical manager to complete procedures.

General instructions on phase one
(Preparing for inspection)

- In any case, the centre will be notified of the result and the procedure is obligatory within a working week after receiving the documents.
- After the appointment of the technical manager during the deadline granted to the centre, he is obligated to send documents and forms according to Phase one of the inspection within a week from the date of his appointment, and in the event of non -commitment to that, the Chamber will address the MOTA to stop the license if it is valid and the appointment of the technical manager will only be accepted After passing the prescribed course, or changing the technical manager to complete the procedures.

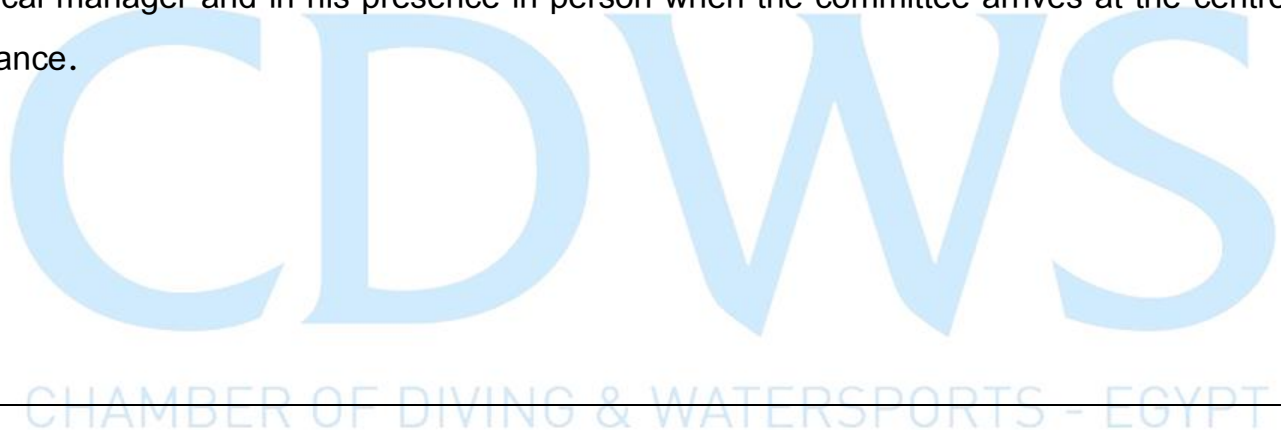
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Phase two (Audit)

The first part: includes an inspection of centre's requirements and equipment numbers in accordance with the relevant decisions

- 1- After setting the inspection date by the Chamber and notifying the technical manager of the centre, the committee formed by – the inspector of the MOTA and the quality auditor of the CDWS – will visit the centre's headquarters to ensure the validity of the Water Sports Centre is met and matched in accordance with the **Water Sports Guide (Group A) and/or (Group B)**
 - For centre requirements. Please refer to **Water Sports Guide (Group A) and/or (Group B)**
 - For equipment numbers in accordance with the relevant decisions – at the centre. Please refer to **Water Sports Guide (Group A) and/or (Group B)**
- 2- The required records and forms referred to above in Phase one – related to preparing for the Audit – must be ready in the office of the technical manager and in his presence in person when the committee arrives at the centre, as the inspection date is specified in advance.



		Results of Phase Two (Audit)	First visit with the same technical manager	Second visit with the same technical manager
		Part One		
2	It includes inspecting centre's requirements and equipment numbers in accordance with the relevant decisions	Compatible	After completing the inspection and being compatible to the first part of the inspection, the inspection of the second part will be completed in accordance with the Protocol.	/
		Not Compatible	In the event of non-compliance after the first inspection, a first two-week grace period will be given for compliance without issuing a membership letter.	In the event of non-compliance after the second inspection for the committee between the Ministry and the Chamber, the Ministry will be notified to take the necessary legal measures to suspend the license if it is valid, without issuing a membership letter, while obligating the technical manager to resubmit the documents required in <u>Phase One</u> (preparing for the inspection).
		General instructions regarding the first part of the second phase (Audit)	<ul style="list-style-type: none"> - In all cases, the Centre will be notified of the result and the procedures that must be implemented <u>within three working days</u> after the date of each visit. 	

Phase Two (Audit)

The second part: includes compliance with safety and security standards and safe operating procedures

After completing the review of the center requirements and preparing the equipment, the committee will hold an interview with the center's technical manager to explain the center system of operation, during which the committee may review some documents or tools that it deems help to prove the Centre's commitment to performing its services at the appropriate level, and its commitment to the minimum of required standards and requirements including the following:

- 1- The validity and availability of medical Oxygen Tank ready for use at the center and in all places where the service is provided, and that they must have sufficient pressure and be equipped with a medical regulator that allows adjusting the flow rate to 15 liters/minute for a period of 20 minutes.
- 2- Ensure that the professional workers at the center/boat are sufficiently knowledgeable about using a medical oxygen tank and providing first aid in a correct manner.
- 3- The operating documents do not contain tampering or incorrect data.
- 4- The activities must be implemented by professionals who hold a qualification certificate from one of the organizations accredited by the CDWS, according to the types of activities that the center is licensed to provide.
- 5- Not to assist, facilitate or enable the work of illegal entities, brokers, street kiosks or websites not authorized by the Ministry of Tourism, or sell or grant a permit for other individuals and companies to practice the aforementioned licensed activities instead of the facility holding the license, and/or to operate, deal with, and assist any of the entities or individuals registered on the Chamber's blacklist at the following link: <https://www.cdws.travel/blacklist>

6– Ensure that the center does not sell, marketed, advertised, or engaged in activities that the facility is not licensed to provide.

7– Minors and people with special needs (the vulnerable):

–In the case of providing services to minors, people with special needs, or vulnerable people, the service provider must be aware of the additional responsibilities that result from this, as well as;

They must implement policies and procedures to provide the necessary protection and precautions for mishandling that occurs during activities.

Documented consent must be obtained from a parent or legal guardian in the event that the client is a minor, provided that the form or form used must be in the client’s language or a language that the client understands. The age of a minor is determined for those who are under 18 years old.

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Procedures to be implemented		Procedures to be implemented	
		First visit with the same technical manager	The second visit with the same technical manager
It includes compliance with safety and security standards and basic technical requirements from point 1 to point 7	Compatible	After completing the inspection and compatibility with the second part of the inspection, the third part inspection will be completed in accordance with the Protocol for centres that are members of the Chamber and are renewing membership and licensing.	/
	Not Compatible	In the event of non-compliance after the first inspection, the inspection will be repeated through the Committee <u>within 48 hours, without issuing a membership letter.</u>	The re-inspection will be carried out through the committee between the Ministry and the Chamber. In the event of incompatibility and compliance, after the second inspection, the technical director and the violating parties will be suspended – and the prescribed penalties will be imposed in accordance with the applicable sanctions list – without issuing a membership letter.

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General instructions
regarding the second part
of Phase Two
(Audit)

- In all cases, the centre will be notified of the result and the procedure to be implemented within three working days after the date of each visit.
- The centre is given a period of two weeks to appoint a new technical manager, and he must submit the documents and forms required for Phase One within a week of his appointment. If it is proven after reviewing the Chamber that the documents are not complete, the deadlines referred to above will be applied in Phase one (preparing for the inspection), and in the event of non-compliance with appointing technical manager Within two weeks, the Ministry of Tourism will be notified to take the necessary legal action.
- The centre is allowed to change the non-compliant technical manager to a maximum of 3 technical managers. The Chamber will notify the Ministry of Tourism in the event of non-compliance with the expiry of the deadlines granted to take the necessary legal action due to proven systematic violations and the facility's inability to implement the established safety and security standards and professional principles, which puts the lives of tourists at risk. The attack and damage to the reputation of the Egyptian tourist destination.
- The non-compliant technical manager will not be approved at the end of this stage to work as a technical manager again in the sector for any facility unless he commits to passing the training courses for technical managers organized by the CDWS in this regard.

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Phase Two (Audit)

The third part: includes conformity to safety and security standards and safe operating procedures

After the Committee ensures that the centre complies with points 1 to 7 mentioned above, it will move on to reviewing the following items:

- 8- The necessity of implementing activities by workers who hold CDWS card, provided that the authorized activities are practiced in accordance with the profession recorded on the CDWS card and the instructions issued by the Chamber in this regard.
- 9- The availability of a first aid kit at the centre and on all boats and during the implementation of activities on the beaches, provided that it contains the minimum amount of medical supplies and tools and is usable.
- 10- It is necessary for one of the boat crew or one of the centre's employees, if he is present at the place where the service is carried out, to obtain a first aid and emergency procedures course from one of the organizations approved by the CDWS.
- 11- The presence of usable search and rescue devices (fire extinguisher – magnifying glasses – buoyancy aids – whistle).
- 12- The presence of communications devices suitable for use in emergency situations while carrying out activities on boats or where the activities is carried out.
- 13- Writing the names and information of practitioners on registration papers while practicing activities in English letters in a clear manner.
See the appendix for suggested models below.
- 14- The committee conducts interviews with the manager/instructors and employees of the facility to ensure compliance with some items, including:
 - Activities are carried out only in places authorized to practice this activity.
 - The presence of a sufficient number of instructors/professionals and assistants holding a valid professional practice card accompanying the practitioners.
- 15- Interviewing practicing clients to measure the extent of their satisfaction with the services provided. In the event that clients are not available, a simulation is conducted to implement the activities under the supervision of the technical manager with the centre's workers.

Preview results Phase Two (Audit) the third part		Procedures to be implemented		
		First visit with the same technical manager	The second visit with the same technical manager	The third visit with the same technical manager
It includes compliance with safety and security standards and safe operating procedures according to points starting from 8	Compatible	<p>If the Ministry of Tourism license is expired or if the center is applying for a license for the first time, a trial operation simulation is conducted to implement the activities under the supervision of the technical manager with the center's employees. If the simulation is passed, and after completion of the inspection and compliance with Part Three, an annual membership letter or more than annual will be issued.</p>	/	/

	not Compatible	<p>In the event of non-compliance after the first inspection, the inspection will be repeated <u>within 72 hours, without issuing a membership letter</u></p>	<p>In the event of non-compliance after re-inspection, a period of <u>two weeks</u> will be given to rectify the situation and comply with the standards</p>	<p>The inspection will be repeated for the third time. In the event of non-compliance, after the third inspection, the technical manager and the violating parties will be suspended from work – and the prescribed penalties will be imposed in accordance with the applicable sanctions list – without issuing a membership letter.</p>
<p>General instructions regarding the third part of the Phase Two (Audit)</p>		<ul style="list-style-type: none"> – In all cases, the centre will be notified of the result and the procedure to be implemented within three working days after the date of each visit. – In the event that the centre does not comply after the third visit, the centre is given a period of two weeks to appoint a new technical manager and he must submit the documents and forms required for Phase One within a week of his appointment. If it is proven after reviewing at CDWS that the documents are not complete, the deadlines referred to above will be applied in Phase One (preparation for Audit), and 		

in the event of failure to appoint a technical manager within two weeks, the Ministry of Tourism will be notified to take the necessary legal action.

- The centre is allowed to change the non-compliant technical manager to a maximum of **3 technical managers**, and for a maximum of 6 months. The Chamber will notify the Ministry of Tourism in the event of non-compliance with the expiration of the deadlines granted to take the necessary legal action due to proven systematic violations and the centre's inability to implement the established safety and security standards and professional principles. It exposes the lives of tourists to imminent danger and harms the reputation of the Egyptian tourist destination.
- The non-compliant technical manager will not be approved at the end of this stage to work as a technical manager again in the sector for any centre unless he commits to passing the training courses for technical managers organized by the chamber in this regard.

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Regulatory instructions and procedures that must be implemented and the fees prescribed

- **Organizational instructions and procedures:**
- The maximum period granted to each centre to comply with the requirements, standards, and established professional principles is **6 months** in the total grace period granted from the start of the inspection, or exhausting its opportunities to appoint a **maximum of 3 technical managers**, whichever comes first, in accordance with the mechanism for all phases and parts of the inspection, and the chamber will Notify the Ministry of Tourism in the event of non-compliance with the expiration of the deadlines granted to take the necessary legal action due to proven systematic violations and the centre's inability to implement established safety and security standards and professional principles, which exposes the lives of tourists to imminent danger and harms the reputation of the Egyptian tourist destination.
- In all cases, the centre will be notified of the result and the procedure to be implemented within three working days after the date of each visit (except for the first Phase of preparing the inspection and documents, the period will be within a working week).
- The Chamber will notify the technical manager of the facility and its legal representative of the results of the visits and inspections, via the e-mail of each of them registered in the inspection request submitted to the Chamber. Each of them will bear responsibility in the event that incorrect data from telephone numbers or e-mail is provided, and the Chamber must be notified in the event Change the data as soon as possible, bearing in mind that the email sent has all legal and administrative effects regarding notifications of the results of visits, inspections, and related decisions.
- The centre is given a period of two weeks to appoint a new technical manager, with a maximum number of 3 technical managers, from the date of the start of the inspections. In the event of non-compliance, the Ministry of Tourism will be notified to take the necessary legal action.

- Establishments that comply with the standards are entitled to obtain a membership letter from CDWS for a period of two/three years without complying with the condition of conducting an inspection annually according to the following:
 - The centre has obtained a license from the Ministry of Tourism for the last two years.
 - Not recording any violations or imposing penalties on the facility during the last two years.
 - Pay the value of the annual membership in the chamber for the required period.

- **Fees for inspections and visits:**
 - The fees charged for the first and second inspection visits to the facility are paid via the payment link sent with the results of Phase One.
 - The value of the fees determined for each subsequent visit after the second inspection and starting from the third inspection and each subsequent visit is the same value paid during the first inspection, and it is paid with each inspection request submitted to the CDWS and before the inspection is conducted.
 - Expenses for an urgent visit (for those who wish) within two working days, at an additional fee, to be paid with the visit request.

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The established professional standards and principles that are required to be adhered to, so that the centres can prove its ability to operate safely while providing services, and adhere to international standards.

➤ Terms and definitions

For the purposes of this document, the following terms and definitions apply:

Watersports (Group A): (Windsurf – Sailing – kitesurf – Wing Foil – Activities that work by pumping water – Jet ski).

Windsurfing: An individual wind-based activity carried out by the practitioner – after a completed training course – using equipment consisting of (Sail – Mast – Boom – Board). Beginners are allocated a light sail and a board with a high buoyancy to facilitate the learning process. The windsurfing activity has multiple disciplines in which the characteristics of the board and the sail differ, such as: (Freeride–Freestyle–Speed–Wave Style–Race–Hydrofoil). See the [Illustrated watersports Guide \(Group A\)](#)

Sailing: An individual, or more than one person activity, that depends on the wind. The practitioner(s) – after a completed training course – sail on a sailing boat using multiple skills to control the sailing angle compared to the wind direction. See the [Illustrated watersports Activities Guide \(Group A\)](#)

Kitesurfing: An individual wind-based activity in which the practitioner – after a completed training course – surf on a board over the water using a Kite connected with strong lines to the control bar. Also, the kitesurfing activity has multiple disciplines in which the characteristics of the board and the kite differ. Such as: (Freeride–Freestyle–Speed–Wave Style–Race–Hydrofoil). See the [Illustrated watersports Guide \(Group A\)](#)

Wing Foil: An individual wind-based activity carried out by the practitioner – after a completed training course – using a wing and a surfboard or hydrofoil board. See the [Illustrated watersports Guide \(Group A\)](#)

Activities that work by pumping water: An individual activity that works by pumping water from a Jetski or a mobile water pumping unit, where the practitioner – after a completed training course – rises from the surface of the water and performs acrobatic movements, for example (Hoverboard – Flyboard – Jetpack – Jet bike,..) [See the Illustrated Watersports Guide \(Group A\)](#)

Jet ski: An individual or pair activity carried out by the practitioner – after a completed training course – using a marine motorcycle to move around on a body of water marked with signs that separate it from the rest of the other activities. A circular path in one direction is also determined for practice and enjoyment in a safe way.

Watersports (Group B): (Towboats – Boat picnic trips – Parasailing – Manual or electric water picnic activities – Glass bottom/side boat – Activities operated by hand oars – Fishing for amateurs according to the relevant regulations and laws)

Towboats activity: (Skiing requires training / Air filled does not require training).

A Water Sport based on towing by a boat ready with suitable marine engine, where the captain pulls people on board of a toy filled with air or water skis of all kinds. [See the illustrated watersports guide \(Group B\)](#)

Definition of water–skiing activity: An activity that depends on the power of the boat and the experience of the boat captain, then the experience of the practitioner skiing on the water using a suitable tow rope and water skis of different shapes and characteristics (example: water skies, wakeboard...etc.).

Definition of air–filled towed activity: An individual or group activity that depends on the boat's ability and the experience and control of the boat captain in towing different types of air–filled toys without the need for experience from the practitioner other than the ability to swim. (Example: bananas, tubes, etc.).

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Boat Picnic activity: A touristic activity that is a morning or evening tour on board of a boat without entering the water under any name, whether swimming or snorkeling. [See the illustrated watersports guide \(Group B\)](#)

Parasailing activity: A recreational watersport in which a special high-capacity speed boat is used, with a platform on which the practitioner takes off and lands by means of a parachute that rises in the air and connected to a rope with special specifications. The rope is pulled and extended by a special machine (winch) fixed to the boat. The practitioner/practitioners wear a special seat belt (harness) connected to a fixing pole. The parachute activity depends on the skill of the boat captain and his assistant. the activity does not require skills from the practitioner.

[See the illustrated marine activities guide \(Group B\)](#)

Manual or electric water picnic activities: It is a picnic activity carried out by the practitioner, it does not require special skills but it needs an explanation of how to operate the equipment, the maximum load and the limits of the practice area, picnic equipment is suitable for calm water bodies. Example: pedal boat, small electric motor floats, water Bick.. etc. [See the illustrated marine activities guide \(Group B\)](#)

Glass bottom/side boat: A boat for a tour –without swimming into the water–, with panoramic glass to see the seabed and enjoy the colorful fish and reefs, it includes fixed seats.

Amateur fishing according to the relevant regulations and laws: Fishing activity for amateur tourists according to the instructions of the law, regulations and instructions issued by the Fish Resources and Natural Reserves Authority. [See the illustrated marine activities guide \(Group B\)](#)

Activities powered by a hand paddle: An individual, double or more activity that requires training, where the practitioner moves a board or boat by rowing using a hand paddle. Example: (Stand Up Paddle – Kayak – Canoe)

See the [Illustrated Marine Activities Guide \(Group A\)](#)

1. Service Provider

Is the entity that provides watersports, including any individual acting on behalf of such entity.

Note: The entity can be an individual or an organization.

Practitioner: Is the tourist wishing to practice any of the watersports

Shallow Water: A shallow body of water with a depth of one meter (more or less) with a sandy bottom.

Open Water: A large and deep body of water similar to the usual natural water bodies found in the area and located on a bay, sea or lake.

Watersports Instructor (by the name of the activity): A qualified individual accredited by an organization specialized in preparing and accrediting watersports instructors and holding CDWS professional card.

Note: A trainer can be accredited for one or more watersport.

2. Watersports Activity Equipment [Refer to the Illustrated Marine Activities Guide \(Group A\) and/or \(Group B\)](#)

3. Participation Conditions

–**Minors:** Service providers must ensure that written consent is obtained from the parents or legal guardian in the event of a minor participating.

–**Health and fitness requirements:** Providers should inform practitioners of the health and fitness considerations associated with practicing watersports, and in particular inform them of risk factors, including heart and chest diseases, chronic diseases, pregnancy,

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ligament and muscle injuries, and conditions that may lead to rapid loss of consciousness, and they should draw attention to the risks associated with the elderly or low fitness levels during physical activity.

–The brochure provided to practitioners on overcoming these risks includes awareness of the importance of the following:

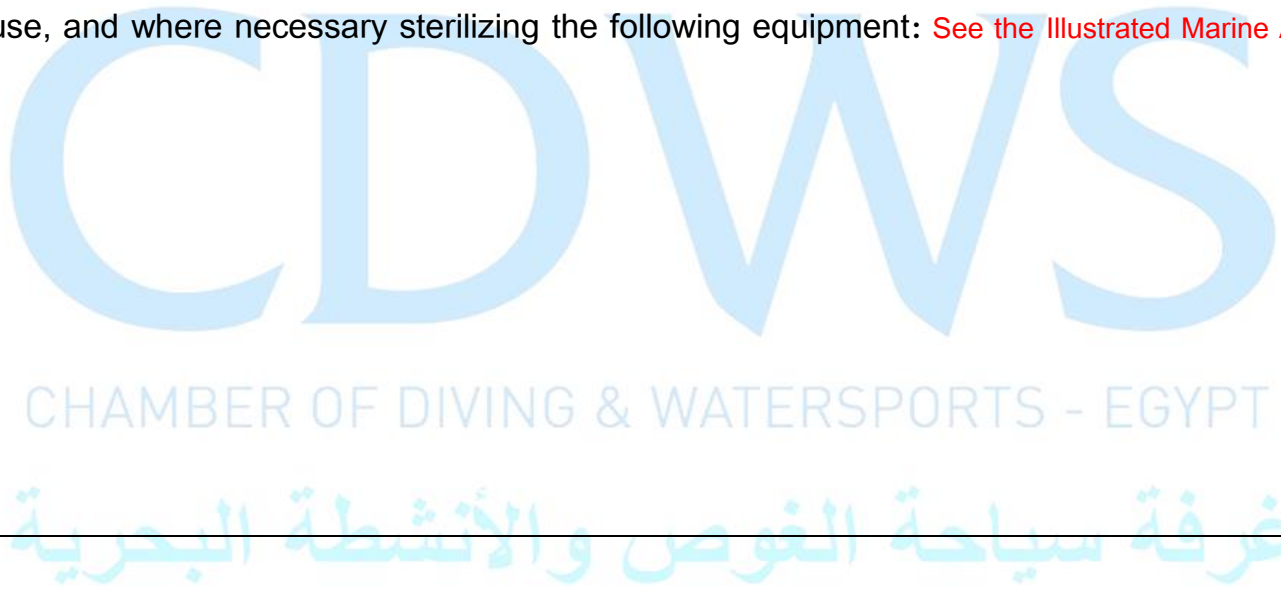
- a) Notifying the provider of any unsuitable health conditions.
- b) Using a flotation vest (mandatory for practicing the activity).
- c) Following the instructions and guidelines for practicing the activity explained by the service providers.
- d) Staying within the area designated for practicing the activity and shown on the map.
- c) Ending or stopping the activity before feeling tired, cold, or severely stressed.

Practitioners should be referred to the appropriate medical authorities in case of doubt, or at the discretion of the service provider.

4. Personal Equipment:

The service provider must ensure that practitioners have sufficient basic knowledge to choose personal equipment such as choosing the appropriate size for use, and where necessary sterilizing the following equipment: [See the Illustrated Marine Activities Guide \(Group A\) and/or \(Group B\)](#)

- a) Buoyancy vest.
- b) Sea shoes.
- c) wetsuit.
- d) Helmet.
- e) Gloves.
- c) Harness.



5. Activity instructions

The service provider must ensure that practitioners have sufficient basic knowledge of the requirements and risks of watersports, such as the following examples:

- Hand signals and communication in normal and emergency conditions.
- Flag signals and what the different colors indicate.
- The area and limits of practice for each activity.
- Instructions for dealing with each piece of equipment.
- Procedures to be followed in the event of equipment failure.
- Behavior and methods to avoid harming marine life.

6. Safety considerations

The service provider must advise practitioners on how to reduce the level of harm from any of the following relevant risks:

- Sunburn.
- Heat exhaustion/sunstroke.
- Hypothermia.
- Activity-related hazards such as: tow ropes wrapping around the hand or foot, approaching the engine while it is running...etc.
- Harmful aquatic organisms.
- Stress and precautions to avoid muscle tears.
- Risks of respiratory arrest (such as: loss of consciousness, hyperventilation, chest impact...etc.)
- Water currents.
- Wave movement.
- Locations of reefs and rocks to avoid.

7. Requirements to be met in watersports

- Supervision and observation of the practitioner(s) during the activity is the responsibility of the service provider.
- When environmental/weather conditions are not ideal, the service provider must take appropriate measures for each activity, for example: using a smaller parachute in case of strong winds, not operating the paddle activity in case of strong winds or water currents, etc.

Note: In unsuitable weather conditions, the activity must be postponed or cancelled if necessary to preserve the safety of the practitioner as well as the service provider.

- The service provider may also use additional aids to improve safety, such as: water signs, flags, a watchtower that allows a comprehensive view of the water surface.
- The service provider must ensure that practitioners are equipped and provided with safety equipment in accordance with point 4.

8. Emergency procedures and tools

-Tools

The service provider must ensure that the following tools are available in the center:

- A first aid kit including appropriate treatment for bruises, bumps, and superficial wounds.
- An emergency oxygen unit with a capacity of not less than 15 liters of pure oxygen per minute for a period of not less than 20 minutes.
- A means of summoning practitioners, such as an alarm, whistle, air horn, or flag.
- A watch or other timekeeping device.
- A means of communication for assistance, such as a high-frequency radio or mobile phone.

- Contact information for local emergency medical services.
- Drinking water.
- Reliable rescue tool (e.g., a rescue boat).

The following equipment is recommended and may be considered essential depending on the type of practitioner, environmental conditions, and availability of local emergency medical services:

- Binoculars
- Polarized sunglasses for better viewing from the surface against the glare of the sun.
- Heat stress precautions (depending on climate conditions, this may include, for example, providing shade or blankets)
- Automated defibrillator (AED)
- Navigational aids to determine the approximate location of any missing practitioner (e.g. GPS or buoys)
- Protection for propellers on boats likely to be operated while a practitioner is nearby.
- Alerts to other vessels/boats of a practitioner falling into the water (orange flag).

–Procedures

The provider should prepare an emergency plan that includes:

- Contact information for local emergency and/or rescue services.
- Procedures for locating a missing practitioner.
- Procedures for summoning one/all practitioners.
- Procedures for transporting conscious and unconscious injured persons from the water.
- Precautions and information necessary to inform relatives of accident victims, God forbid.

Responsible Technical Manager Declaration

I, the undersigned Mr./Ms/ .

Acknowledge that I have assumed the responsibility of the technical management of the facility:

•Headquartered in:

•Date:

➤ **I have become fully responsible for the technical and administrative aspects of the centre/ facility, and I also acknowledge that my responsibility includes and is not limited to the following- :**

1. My acknowledgement and responsibility for operation and compliance with international standards, safety and security.
2. My acknowledgement of my responsibility and my review and receipt of a copy of the inspection guide and protocol and the technical requirements guide with the attachments that must be adhered to in all its stages and the resulting legal effects, obligations and duties, and I acknowledge that before submitting my request for Audit to the chamber, the centre must be ready for inspection, and I am aware of all the required details that the chamber will inspect and review with me and in my presence using the camera recording audio and video during the inspection according to the inspection recording protocol in effect from the chamber.
3. Commitment that the documents and forms used in operation and submitted to the Chamber are on forms bearing the name of the centre and its logo.
4. I acknowledge my knowledge that advertising the sale, marketing or implementation of any activity other than what the facility is licensed to practice exposes me to suspension and cancellation of the facility's license for violating the licensing conditions and relevant laws, and I acknowledge bearing all legal and civil responsibilities resulting from this procedure.

5.I acknowledge my knowledge that transferring the facility's headquarters without notifying the Ministry of Tourism and the Chamber or operating a headquarters for the centre before obtaining a license from the Ministry of Tourism results in what exposes me to legal accountability as a result of managing a tourist facility without a license – and also my suspension from work according to the penalties regulations.

6.The completeness and validity of customer registration documents, whether for activities or / and training, and submitting them upon request.

7.Following the local regulations and instructions applied by the Ministry of Tourism and the Chamber of Diving Tourism and watersports.

8.I acknowledge that in the event of my absence from the facility for a period exceeding 7 days, I must notify the Ministry and the Chamber to appoint someone to represent me during that period, and that failure to implement this clause means that the facility will operate without a responsible technical manager, which exposes the facility to administrative suspension and the imposition of the penalties stipulated for the responsible technical manager.

9. Adhering to professional principles and international standards of international training organizations and that I am responsible in my capacity as technical manager for any violations committed by any of the workers or implementers of the facility's activities, and that the presence of technical violations or failure to adhere to the inspection guide will result in my exclusion from the facility's management and be prevented from managing watersports centres for a period that may reach one year.

10. Maintaining technical specifications and safety, security and safe operation standards, and that any deficiency or violation thereof exposes me to accountability, with me bearing all legal and civil responsibilities resulting from this procedure.

11.Commitment that all float leaders, trainers of various marine activities and workers in the facility are qualified and hold a professional practice card issued by the Chamber, and that foreigners among them hold a work permit and adhere to

international standards, established professional principles, local regulations and laws and decisions of the Chamber's Board of Directors, and I am responsible for this and will inform the Ministry and the Chamber of any violation that may be issued by one of the workers, or any accident that may occur during the provision of services at the time, provided that I submit a written report of the incident within 24 hours of the occurrence of the violation or accident and I will be personally responsible in the event of failure to report.

12.I also acknowledge my full cooperation with the employees of the Ministry of Tourism and the quality auditors in the Chamber and I pledge to quickly provide any data or equipment necessary for any inspection or investigation upon request, otherwise I and the facility will be subject to the penalties stipulated in the Penalties Regulations.

13. Not to bring practitioners from the facility by dealing directly with guides and trainers and implementing trips for them.

14. I acknowledge that selling permits and assisting unlicensed entities to operate is a serious violation, and is followed by legal procedures that must be applied.

15.I acknowledge my knowledge and commitment to using the notification form issued by the Chamber and approved by the Ministry that the facility uses daily to implement beach activities or via floats, indicating the date, guide/trainer, activity implementation locations, visitor names, accommodation locations, proof of identity, and services provided.

16.All employees are committed to professional behaviour, for example, but not limited to:

- It is the duty of the responsible technical manager to ensure that violations are not allowed to be committed by either the manager or the facility employees with any violations such as:
 - Harassment (whether by word, action, or request), (whether the practitioner accepts or refuses).
 - Not reporting any violations, whether by practitioners, colleagues, or the boat crew.
 - Assisting practitioners during trips to commit violations (exceeding safe limits or practicing the activity outside the permitted areas, fishing,).

- Failure to communicate information to practitioners or explain the day and activity in a professional manner.
 - Issuing inappropriate behaviour in word or deed or attacking tourists, colleagues or yacht crews or dealing in an unprofessional manner.
 - Breach of contracts or obligations with customers or poor service or abuse of customers.
 - Lack of an announced and activated cancellation policy for tourists before booking the activity in the event of a cancellation request or deceiving and deceiving tourists or giving them incorrect information about the service they will receive in exchange for the money paid in violation of international standards.
 - The necessity of the facility displaying information that includes (cancellation policy, emergency plan and emergency numbers, and instructions for preserving the environment and safety).
 - Ensuring that there is a booklet with the facility's instructions distributed to professional workers and training them on it while following up on their performance and the extent of their commitment.
17. Emphasizing the commitment of all workers in the facility to environmental controls and instructions and refraining from environmental violations.
18. Follow-up on Violations that may occur during operation by professional workers, tourists or yacht crews, which may include environmental violations:
- Fishing
 - Using hooks or steel cables in mooring in coral reefs.
 - Violating the instructions for using buoys.
 - Feeding fish.
 - Feeding sharks.
 - Damaging or breaking reefs or marine life.

- Being in a closed protected area.
- Disposing of untreated solid or organic liquid waste – petroleum derivatives or causing noise or environmental pollution as a result of heavy smoke coming out of the engine.

19 .I acknowledge that violating any clause of this declaration exposes me and the facility to accountability in accordance with the penalties regulations and relevant ministerial decisions.

20 .In the event of an accident/incident – God forbid – the Chamber must be notified immediately on the designated emergency numbers 01273600001 for South Sinai, Cairo and Suez Governorates, 01273600002 for the Red Sea Governorate, Alexandria, Marsa Matrouh and the North Coast, and an accident report must be submitted within 24 hours at most.

21 .I acknowledge my full knowledge and acceptance that the Chamber will record all inspections, investigations and inspection campaigns conducted between the Ministry of Tourism and the Chamber, whether on Boats, on land or at sea, in audio and video.

22 .I am fully aware that the centre/yacht must apply to renew the license issued by the Ministry of Tourism at least one month before its expiration and that it must meet all the necessary requirements for renewal (as stated in the conditions issued by the Ministry of Tourism) and that I am aware that the renewal requirements include compliance with international specifications and standards for marine activity service providers and that it must be implemented based on the relevant decisions.

23 .The centre/yacht must adhere to applying these standards throughout the year and at all times to provide watersports service in accordance with professional principles, and not only during short periods or intermittent periods of the year. This declaration is considered a permanent request for the committee, the Ministry of Tourism employees,

and the quality auditors to attend the centre at any time during the year to conform to international standards and specifications.

24. The centre/yacht and the technical manager undertake, during the granted grace period – if any – to commit to applying and following international standards as a basic condition for granting or renewing a membership letter, as well as renewing the license from the Ministry of Tourism, and that the centre/yacht and the technical manager undertake to submit an inspection request – after fulfilling all technical observations – before the end of the grace period granted to him by a sufficient period – and that I am responsible in the event of failure to meet the requirements for renewing the license and failure to adhere to applying and following international standards for the consequences that result from that, and that I am aware of the decisions of the Board of Directors in this regard, which are:

- Not accepting the registration of new facilities from marine activity centres, and not renewing membership for any of the facilities registered with the Chamber from watersports centres in the event of failure to adhere to international standards and violating the decisions of the Board of Directors in this regard.

The Chamber also has the right to take the necessary legal action in accordance with Law No. 27 of 2023 and the relevant ministerial decisions.

25 .I acknowledge that I am aware that if I am required to attend the course for technical managers, I must attend and pass this course successfully. If I do not pass it or fail to attend, I will be suspended and the facility must appoint another technical manager.

26 .I acknowledge that I am aware that the Chamber will notify the technical manager of the facility and its legal representative of the results of the visits and inspections, via the email of each of them registered in the inspection request submitted to the Chamber. Each of them bears responsibility in the event of providing incorrect data such as telephone numbers and emails. The Chamber must be notified in the event of their change immediately, noting that the

email sent has all legal and administrative effects in notifications of the results of visits, inspections and related decisions.

27 .I acknowledge that if I am required to attend the course for technical managers, I must attend and pass this course successfully. If I do not pass it or fail to attend without an acceptable excuse, my accreditation as a technical manager of the facility will be cancelled and the facility must appoint another technical manager.

28. I acknowledge that in the event of my suspension from work as a technical manager, I will not be allowed to manage the facility and will not be approved again for any facility unless I commit to passing the training course for technical managers.

The declarer includes,

1 .Owner / Legal Representative of the facility:

- -Name:
- -Signature:
- -Date:
- -Telephone number:
- -Email:

2 .Technical Manager Responsible for the Facility:

- -Name:
- -Signature:
- -Date:
- -Telephone number:
- -Email:

CDWWS

CHAMBER OF DIVING & WATERSPORTS - EGYPT

غرفة سياحة الغوص والأنشطة البحرية

Attachments table of Suggested Models Appendix as well as Technical Requirements
and established professional principles

	Attachment name	Attachments on the following links
1	Illustrated Guide to Technical Requirements (Group A)	Attachment 1
2	Illustrated Guide to Technical Requirements (Group B)	Attachment 2
3	Suggested Models Appendix	Attachment 3

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