

Dive Centers Standards

A- Services

- Daily diving trips.
- Safari diving trip, for safari boats with a valid license from the Ministry of Tourism and Antiquities.
- Snorkeling activity in case of the absence of a water sports center (snorkeling service provider) in the same facility.
- Equipment rental.
- Diving & Snorkeling courses.
- Underwater photography & video.

B- Requested documents

A copy from the following documents should be submitted to the membership department, after reviewing the originals:

- A copy of the latest renewed license of the Ministry of Tourism and Antiquities.
- The recent commercial registration (less than one year).
- Tax record.
- Rental contract.
- Civil liability insurance policy.


Technical Manager documents:

- Copy of the national ID (front and back) or copy of the passport for foreigners.
- Copy of a valid training card (front and back on the same document) or a digital card, minimum second level.
- Copy of a valid CDWS card.
- Copy of the graduation certificate. (at least an intermediate education qualification).
- Technical manager must not be less than 25 years old.
- Work permit for foreigners or a receipt of submitting the permit (form 4), with the facility's name.

Have successfully completed the technical manager's course or have worked previously as a technical manager for a facility, and passed the international standards.

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The technical manager should take the necessary measures to review the standards and professional principles set, then send the following information to the CDWS in one PDF file by E-mail to ss.audit@cdws.travel for South Sinai and Cairo governorate, and rs.audit@cdws.travel for the Red Sea and Alexandria governorate as follows:


The Facility's license renewal process must begin one month before its expiry date.

1. Photocopy of the CDWS technical managers and professional cards with a list of their names and their data and their jobs (i.e., instructors / Dive leaders / Safari crew) with whom the facility deals, even once.
2. A list of the cylinders showing their specifications and including (the type of metal the cylinder is made of, litre capacity, serial number, validity and production dates/ date of the last visual inspection/ date of the last hydrostatic inspection), including medical oxygen cylinders and oxygen cylinders used in the gas mixing-if any-. It is recommended that the serial number in the list be matched with the number on the validity certificates which must be issued by a maintenance station certified by CDWS. All the cylinders must have the facility's name and logo must be visible under the lower third below the air outlet. (See the proposed forms appendix below).
3. An equipment list that includes the date of the last annual maintenance done for each piece of equipment. (See the proposed forms appendix below).
4. A copy of the participants registration documents forms, (declarations used in the facility; disclaimer, medical declaration, check-in registration record) there is no objection to being free of names, (During inspection it should include at least a bilateral name for foreigners and at least triple for Egyptians, the date of birth, level of certificate, the organization which issued the certificate and the number of registered dive).
5. A copy of passengers / participants lists whom served by the facility daily to carry out beach activities or by boats. (See the proposed forms appendix below).
6. A copy of the diving log form or activities for to carry out beach activities or by boats. (See the proposed forms appendix below).
7. A statement of the facility employees, including the tasks assigned to the employees.
8. A written emergency plan containing at least a minimum of the following information should be provided at each site for practicing diving activities:
 - Procedures for recovery, first aid and transport of injured.
 - Use of medical oxygen supply units in emergency situations.
 - Information (including contact data) for emergency medical consultation (e.g. hotline for emergencies during diving) and nearby medical centers (including data regarding the availability

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of a recompression chamber in case of practicing recreational diving activities). (See the proposed forms appendix below).

9. Confirmation of completion awareness documents of risks for participants of snorkel activity according to the attached indicative form, provided that the model or form must be in the client's language or a language understood by the client.

10. Valid first aid certificates, for at least two non-professionals working in the facility, from an organization that is accredited by the CDWS. (Noting that the validity of the temporary certificates is 90 days only).


11. The date of the air compressor, which includes (type/ model/ serial number and litre capacity).



Important Notes:

- It is allowed to license a diving center in a hotel that has a water sports center (snorkeling service provider), provided that the snorkeling activity is not added to the membership letter and to add the following statement: (It is allowed to have snorkeling practitioners, only if they are accompanying diving practitioners on the trip).
- In case the technical manager of the facility wishes to take a leave for more than seven days and does not exceed two months, he/she must appoint someone to act on his/her behalf, the replacement must be at least a second level instructor and must have completed the CDWS' technical manager course, or has passed the temporary technical manager exam.
- In case the technical manager submits his/her resignation, the resignation can be withdrawn within two weeks from the date of submission and this could happen only once.
- In case the technical manager submits his/her resignation or has been replaced by the facility, the facility must appoint a new technical manager within maximum 14 days from the date of the resignation/ replacement. The legal representative of the facility is responsible for managing the facility during this transition phase. The new technical manager must submit the first phase of inspection within 7 days and the visit request should follow after successfully completing phase one of the inspection within 7 days. In case those time lines were not adhered to, the CDWS will stop providing all its services to the facility.
- The technical manager can be responsible for managing several diving centers within the same city, only if they owned by the same company.
- Given that the facility is are obliged to acquire a minimum number of equipment and must maintain it periodically. The facility must notify the CDWS with an updated equipment list, in case

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of adding or dispensing of any equipment. The list must include the date of the last maintenance or the date of addition of new equipment, in order not to violate the technical and the facility's license requirement.

- In case diving centers or safari boats are offering technical diving, the regulations and procedures of the technical diving must be followed and submit the required forms for the first phase of inspection to the email address listed above. (See requirements in the below appendix)

- If the facility owns an equipment for mixing gases, a qualified employee holding the adequate license should be present to operate gas mixing equipment and the measuring devices. This excludes gas mixing devices that operate with a stick or a membrane.

C- Premises

- Reception counter.
- Equipment handling counter.
- Telephones (land lines or mobile).
- Instruction bulletin board including: safe diving practice, environmental awareness signs/ stickers, price list, emergency plane and numbers.
- Guests comment box or an opinion poll system (for complaints and suggestions).
- Guests' equipment storing room with good ventilation.
- Rinsing pool.
- Classroom including: teaching aids, white board, monitor, chairs, diving planners, courses audio visual or video & diving manuals from an internationally approved certifying agency, which ensures high concentration and no distractions.
- Dive equipment storing room.
- Compressor room.
- Management room.
- Bathrooms (min. 1). Hotel toilets can be used.
- Work shop for quick repairs & maintenance.


C- Equipment

For diving activity:

- 20# Fins set (different sizes).
- 15# Mask & snorkel sets.
- 20# BCDs (different sizes).
- 20# Diving suits (different sizes).

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- 15# Regulators including: alternate air source, inflator hose, depth meter & depth gage if there is no diving computer.
- 30# Weight belt with quick release buckle.
- 400 kgs of lead weights.
- 2# Medic first aid kit suitable for diving application.
- 2# O2 kit suitable for delivering 15 liter/ minute flow for minimum 20 minutes. Minimum of one tank must available at each site where the activities are carried out.
- 60# Tanks of 12 liters or 80 CFT. That passed both the visual and hydrostatic inspections and must have the facility's name and logo must be visible under the lower third below the air outlet.
- Air compressor (s) with a minimum capacity of 250 liters/ minute.
- (working hours gauge recommended).

For snorkeling activity in case of adding snorkeling activity on MOTA license:

- 30# Fins set (different sizes).
- 30# Mask & snorkel sets.
- 20# Diving suits (different sizes).
- 30# life jacket / snorkeling vest (different sizes). Have to be given to the guest as safety equipment without extra charge.

E- Files

- Guest information documents including: name, address, nationality, passport number, birth date, medical statement, liability release & services provided all signed by the guest & level of certificate, date of last dive.
- Employee's files, including the name, address, national ID number, education certificate, date of birth and job title).
- Equipment inventory, which includes an updated list, expiry and dates of repair and technical inspections.
- Equipment maintenance record file.
- Compressor maintenance & operation files.
- Tanks validity, maintenance & test record file for both the visual and hydrostatic inspections including medical oxygen cylinders and oxygen cylinders used in the gas mixing.
- Boat list including: date, guide's name, dive sites, guest's names & services.
- Accident/incident record file.
- activity roster.

F- Employees

- Technical manager: holding an instructor license (second level) & CDWS card.
- Technical manager must not be less than 25 years old.
- Have received at least an intermediate education level.
- Hiring diving and snorkeling guides and instructors holding a professional certificate from a training organization accredited by the CDWS.
- Have successfully completed the technical manager's course or have worked previously as a technical manager for a facility, and passed the international standards.


G- Operating Instructions


- Number of practitioners must not exceed 12 per guide/instructor.
- Number of boats attached to a jetty (mooring line) must not exceed three.
- Activities must be carried out in the designated areas, as per the national park's regulations on marine activities. While snorkeling activities are not allowed while the boat is drifting in the site, and the activity can be carried out only when the boat is moored.
- Adhere to the environmental regulations, including banning any fishing activities, not feeding the fish, not to touch or cause damage to the coral reefs and not to dispose any kind of waste in the sea.
- Wearing a life jacket, or a snorkeling vest or a wet suit when snorkeling in a site with unexpected sea conditions or in the open sea.
- Provide all the safety equipment for the practitioners without any additional cost, like; lifebuoy and life jackets...etc.

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