



Commercial Diver Training Program Audit Submission Guide for ADCI Membership

Step	Task	Description	Details/Notes
1	Submittal of Application and Fee	Complete and submit the ADCI Associate Member Application Form and provide Proof of payment for membership fee	Ensure that all required fields are filled accurately, and the appropriate fee is paid.
2	Initial Audit Report Submission	Submit the completed Commercial Diver Training Program Audit report for initial review.	Use the provided audit report template, which will also be used by the onsite auditor.
3	Provide Advanced Submittals	Submit detailed documents for preliminary review before the onsite audit.	See detailed requirements below (3a through 3g)
3a	Safe Practices Manual	Develop and submit a comprehensive manual detailing safety protocols and procedures.	Ensure compliance with ADCI Consensus Standards.
3b	Dive School Instructor Documentation	Provide certifications, qualifications, and resumes of all instructors.	Ensure all instructors meet required standards.
3c	Equipment Logs	Maintain and submit detailed logs of all diving equipment, including maintenance records.	Logs must be up-to-date and accurately reflect the current status of all equipment.
3d	Curriculum	Submit a detailed curriculum including course descriptions, training schedules, and learning outcomes.	Ensure alignment with ADCI standards.
3e	Personnel Information	Provide detailed information for all personnel involved in the training program. Include names, positions, qualifications, and contact information.	The CV of personnel has to be up to date. Include copies of all relevant certifications and qualifications.
3f	Equipment List	Prepare a detailed list of all equipment used in the training program. Ensure the list includes details such as equipment type, make/model, maintenance records, and current status.	Equipment List. Sample provided. Or, we will accept In-house spreadsheets that showcase maintenance records.
3g	Emergency Management Plan and Job Hazard Analysis Forms	Provide comprehensive emergency response plans and job hazard analysis forms.	Documents must be detailed and comply with industry best practices.



ASSOCIATION OF DIVING CONTRACTORS INTERNATIONAL

Notes and Best Practices

- **Timeliness:** Submit all documents promptly to allow adequate time for review.
- **Organization:** Keep all records well-organized to facilitate the audit process.
- **Compliance:** Ensure all practices and documents comply with ADCI standards.
- **Communication:** Maintain open communication with ADCI throughout the audit process for any clarifications or additional information.
- **Submission:** All documents should be submitted to sarai@adc-int.org.
- **Completeness:** Failure to provide any of the required documents will cancel the submission. Any incomplete documentation will not be considered.
- **Membership Status:** Associate Member Schools cannot maintain membership status with the ADCI if such schools operate other commercial diver training programs that do not adhere to the International Consensus Standards for Commercial Diving and Underwater Operations, or satellite programs which have not been audited and approved by the ADCI.

Download documents:

1. [Associate Member Application Form](#)
2. [Diver Training Program Audit Report](#)

Process for payment of the Commercial Diver Training Program Audit

All payments must be made via Wire transfer. All banking fees must be borne by the sender.

- a. ADCI wire transfer and bank details
 - i. Beneficiary Account Name: Association of Diving Contractors International
 - ii. Beneficiary Checking Account Number: 4738525928
 - iii. Bank Name: PNC Bank
 - iv. ABA# (routing/transit): 071921891 (for international wires and for ACH transactions)
 - v. ABA# (routing/transit): 043000096 (for domestic wires)
 - vi. Swift Code: PNCCUS33 (for international wires)
 - vii. PNC Bank Branch Address: 21015 Kuykendahl Road, Spring, TX 77379
An additional \$45.00 USD is required for wire transfers.