



Smithsonian Scientific Diving Program

Smithsonian Institution (SI) Employee Diver Check-list

SI Employees must meet specific requirements in order to dive under the auspices of the Smithsonian Institution. Below is a check-list to assist in assuring all requirements are met and necessary documentation is complete.

Employee Name: _____

SI Unit: _____

SI Supervisor: _____

Completion Date: _____

Item	Resource Info	Document
<input type="checkbox"/> Smithsonian Supervisor Approval		
<input type="checkbox"/> Diving included in your performance plan		Annual Performance Plan
<input type="checkbox"/> Minimum of 25 open water dives	Submit Dive Logs	Your log books or SI Dive Log Sheet
<input type="checkbox"/> Scientific Diving certification* or Dive Rescue and Advanced Open Water recreational certifications**	Diving Officer or SCUBA Certifying Agency	VOT or Recreation Certification Cards
<input type="checkbox"/> SDP Dive Application	SI Diving Officer	DecoStop.si.edu
<input type="checkbox"/> Diving medical clearance	Forms in DecoStop	Scientific Diver Medical Certification – physician signature required
<input type="checkbox"/> SDP swim test completion	SI Diving Officer	Check-out Dive Procedure
<input type="checkbox"/> SDP check-out dive	SI Diving Officer	Check-out Dive Procedure
<input type="checkbox"/> SDP written exam	SI Diving Officer	Core Knowledge, Computers, Policy, & Tables
<input type="checkbox"/> Equipment service (Annual)	Dive Shop	Service Records
<input type="checkbox"/> Diving First Aid Training (Annual)	www.DAN.org	Divers First Aid for Professional Divers or equivalent course
<input type="checkbox"/> Minimum of 12 dives in past year and 1 dive within 6 months or recent check-out dive	Your Dive Logs	Your log books or SI Dive Log Sheet
<input type="checkbox"/> Dive Buddy	SI does not provide dive buddies for your research	Your dive buddy needs to meet SI requirements
<input type="checkbox"/> Dive Plan	Submitted 6 weeks in advance of start date	DecoStop

*SI periodically offers the Scientific Diving Certification Course. If you do not have the required certifications, you may qualify to take the course through SI.

**Requisite recreational certifications, if met with other diving requirements, may allow you to dive with SI as a Diver-in-Training. You will need to complete the Scientific Diving Certification Course to become an SI Scientific Diver.

Capital Gallery East, Suite 303
600 Maryland Avenue, SW
Washington, DC 20560
dive.si.edu