



# Smithsonian Scientific Diving Program

## Smithsonian Institution (SI) Contractor Diver Check-list

SI Contractors 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.

Contractor Name: \_\_\_\_\_

SI Unit: \_\_\_\_\_

SI Supervisor: \_\_\_\_\_

Completion Date: \_\_\_\_\_

|                          | Item  | Resource Info   | Document   |
|--------------------------|---|---|--|
| <input type="checkbox"/> | Smithsonian Supervisor  | Office of Contracting                                 | OCon   |
| <input type="checkbox"/> | Registered Contractor Status  | Office of Contracting                                 | SD314  |
| <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*<br>or Dive Rescue and Advanced Open<br>Water recreational certifications** | Diving Officer or SCUBA<br>Certifying Agency          | VOT or<br>Recreation Certification Cards                                 |
| <input type="checkbox"/> | SDP Dive Application  | SI Supervisor   | DecoStop.si.edu  |
| <input type="checkbox"/> | Diving medical clearance  | Forms in DecoStop                                     | Scientific Diver Medical Certification –<br>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,<br>Computers, Policy, & Tables                           |
| <input type="checkbox"/> | Equipment service (Annual)  | Dive Shop   | Service Records  |
| <input type="checkbox"/> | Diving First Aid Training (Annual)  | <a href="http://www.DAN.org">www.DAN.org</a>          | Divers First Aid for Professional Divers<br>or equivalent course         |
| <input type="checkbox"/> | Minimum of 12 dives in past year and<br>1 dive within 6 months<br>or recent check-out dive                  | Your Dive Logs  | Your log books or SI Dive Log Sheet                                      |
| <input type="checkbox"/> | Risk and Liability form   | SI Diving Officer                                     | Assumption of Risk and Release from<br>Liability                         |
| <input type="checkbox"/> | Diving Accident Insurance   | <a href="http://www.dan.org">www.dan.org</a>          | Insurance Card   |
| <input type="checkbox"/> | Dive Buddy  | SI does not provide dive<br>buddies for your research | Your dive buddy needs to meet SI<br>requirements                         |
| <input type="checkbox"/> | Dive Plan   | Submitted 6 weeks in<br>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](http://dive.si.edu)