

# National Diving Council Meeting Minutes



Tuesday 6<sup>th</sup> February 2007 - 7.30 PM - SSAC HQ

## ***NDC Members Present***

Kevin Miller, Marion Brown, Bert Smith, Graeme Forsyth,

## ***Ex-Officio Members Present***

Joe Campbell, Gordon Young, Kevin Watson,

## ***Apologies***

Andy Murray, Billy Symington, Tony Carter, Hugh Fraser, Murray MacCallum, Nigel Spike, Tony Carter, Don Lees, Ian Whittaker, Martin Henderson, David Fuller-Shapcott

## ***Meeting***

Kevin Miller (NDO) chaired the meeting

## **Adoption of Previous Minutes**

14<sup>th</sup> November 2006

Proposed: Gordon Young

Seconded: Joe Campbell

## **Actions from Previous Minutes**

<b>Number</b>	<b>Action and Update</b>	<b>Actionee</b>	<b>Date Due/ Status</b>
1	DDRC flowchart to be printed in Scottish Diver	General Committee Editor	Pending
2	All RCs to submit RC report to NC 7 days prior to each meeting	All RCs	Ongoing
3	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter – incidents to date have been sent to BSAC	KW	Ongoing
4	Course Directors to submit report prior to each meeting	Course Directors	Ongoing
5	Meeting with NAS to discuss archaeology course options	KM	Suspended
6	RC Workshop and handbook	GF / DL	Completed
7	BDO Handbook	KM	Completed
8	Input from NDC members and RCs to Tony Carter for topics to be included in future diving manual, or areas of current manual to be removed.	All	Ongoing
9	Incorporate changes to logbook	KW	Complete
10	Letter to BDOs/members to update on CPR/First aid guidance/ratios	BS	Completed
11	John Arrowsmith memorial foundation/trust options	DL	Ongoing
12	BDO job description issued.	KM	Completed
13	Nitrox qualification card date issue	DL /KM	Ongoing
14	ID cards for RCs – <i>The GC advised that JA has received software training and is producing sample designs of new membership cards and RC ID cards.</i>	General Committee	Ongoing
15	Crossover labels to be made available to RCs	HQ	Ongoing
16	Rescue mannequin purchase	KM	Ongoing
17	Invitation to BSAC and SAA NDOs for DO Conference	KM	Completed
18	Clarification on requirement to assess RI candidates	GF	Completed
19	Update information on website regarding crossover instructors	AM	Complete

DRAFT

20	Review crossover guidance	DL/GF?	Ongoing
21	GF to investigate issue relating to crossover of member to Master Diver	GF	Ongoing
22	Invitation to Insurers to attend DO Conference – <i>invite sent 11<sup>th</sup> Oct.</i>	AM	Complete
23	Seek clarification from Chairman on plans for dive conference	AM	Ongoing

## Correspondence

BDSG - Guidance received from in relation to Free Flow Regulators in Cold Water  
 Recommendations Concerning the Use of Redundant Air Sources (Pony Cylinders)  
 Diving Accident Management Flowchart

Seasearch- Newsletter January 2007

## National Coach Report

In the absence of Graeme Forsyth, Kevin Miller conveyed the following:

RC Reports arriving

Cross Over Stickers to be printed and issued to all RC's

RI assessment further discussion was made in relation to who would conduct these assessments; agreement was reached that it would be a Regional Coach & Examiner

It has been suggested perhaps for those Branches who are on the task force send in a 'Branch Report' for the NC to look over.

## Regional Coach Reports

These reports are slow at being sent through, there are only a few RC's who are submitting can we once again try to submit these timeously they inform unmet need within the branches

## Course Director Reports

BI Course dates for 2007 will be issued in the next few months.

Nitrox Course to be held at Napier University

## Incidents

No further incidents have been reported. There is an article in the next issue of the Scottish Diver relating to incidents. KW will prepare a presentation for the AGM

## Diving Officer's Conference

It has been suggested and is presently being looked into to have the Diving Officers Conference to be held over a weekend in Aberdeen, with a possible visit to the Hyperbaric Unit. This is still in the early stages but we will keep it on the agenda each month

## AOCB

NDC Year Plan 2007 There was a general feeling we need to focus on 3 or 4 key issues which we will work on over the coming year. Whilst we are aware there are a number of issues requiring attention it was felt we need to focus on issues which we will achieve throughout the year. There was a general view we need to look at training weekends again and some social events.

## Summary of Actions

Number	Action	Actionee	Date Due
1	All RCs to submit RC report to NC 7 days prior to each meeting	All RC's	Ongoing
2	Assistant NDO to provide summary of incidents at each meeting and provide synopsis to BSAC every quarter – incidents to date have been sent to BSAC	KW	Ongoing
3	Course Directors to submit report prior to each meeting	Course Directors	Ongoing

4	Input from NDC members and RCs to Tony Carter for topics to be included in future diving manual, or areas of current manual to be removed.	All	Ongoing
5	John Arrowsmith memorial foundation/trust options	DL	Ongoing
6	ID cards for RCs – <i>The GC advised that JA has received software training and is producing sample designs of new membership cards and RC ID cards.</i>	General Committee	Ongoing
7	Crossover labels to be made available to RCs	HQ	Ongoing
8	Rescue mannequin purchase, funding has now been received	General Committee	Ongoing
9	GF to investigate issue relating to crossover of member to Master Diver	GF	Ongoing
10	Seek clarification from Chairman on plans for dive conference	AM	Ongoing
11	Job Description of Regional Coach, National Coach & National Diving Officer	KM	Ongoing
12	Instructors' reactivation has to attend the BI course and the DO and RC will make an assessment of their requirement of assessment.	General Committee	Ongoing
13	Crossover guidance is presently being looked at and requires to be firmed up. Review of other agencies training schedule	All	Ongoing
14	NDC Action Plan for 2007	KM	March NDC
15	Next NDC Meeting set aside time to prepare for AGM	All	Next Meeting
16	Presentation of Incidents over the past year for AGM	KW	AGM

Meeting Closed at 10pm.

**Future meetings:**

**Tuesday 6<sup>th</sup> March 2007 @ 7.30**