



# Dive logs

The following notes set out expectations for Dive Managers on submitting dive logs for their trips

## Responsibility

### **The Dive Manager is responsible for logs**

All club trips must have dive logs submitted to the Diving Officer with details of all dives done. This record is important in the event of any incidents coming to light. It is also important to help the club understand what sort of diving is being done by members. It is the responsibility of the Dive Manager to ensure that logs are submitted.

### **Record keeping can be delegated**

The DM may choose to ask another person on the trip to collect and submit the records. However, it remains the DM's responsibility to make sure this happens.

## What to submit

### **Required for all dives**

The following information must be included in all logs, and must be recorded accurately

- Date of the dive
- Time in: the time at the beginning of the descent
- Total time: the time from beginning of descent to returning to the surface, including all stops
- Maximum depth
- Deco time: the time spent in mandatory decompression stops (do not include discretionary safety stops)

### **Required for training dives**

Logs for dives that involved delivery of training must include details of the training delivered and the instructor

### **Required for dives from Hornet**

Logs for all dives conducted from the club's RHIB, Hornet, must indicate this fact.

**Required for dives involving less experienced Divers**

For all dives involving Ocean Divers or Advanced Ocean Divers logs should clearly indicate who their buddy was.

**Required where things didn't go according to plan**

If any aspect of the dive did not go according to plan the logs must record this and give brief details.

## Timescales

**Complete logs at the time**

Logs should be completed on the day of the dive. Ideally times in and out should be taken straight off the dive management slate. Sometimes it is more practical to leave getting depths and times until the evening when there isn't quite so much going on, but the information must be gathered promptly.

**Submit logs within 14 days**

Logs must be submitted to the Diving Officer within 14 days of the end of the trip. Late logs will only be accepted at the Diving Officer's discretion.

**Late submission**

Dive Managers who do not submit logs in good time, or at all, may not be authorised to act as Dive Manager in the future.

## How to submit

**Submit online**

Ideally logs should be submitted via the Club's online log system at <https://divelog.stratforddivers.co.uk/>

**Paper, for prompt submission and small trips only**

Paper logs may be submitted on an up-to-date club logsheet providing all the required information is included. However, paper logs will not be accepted for trips involving more than 30 dives, or for logs that are submitted beyond 14 days after the end of the trip.

**Help with online submission**

You can get help on using the online log system at <https://www.stratforddivers.co.uk/membership/dive-logs-howto/>