

# ULSAC Equipment Policies

## Introduction

Diving equipment is life support equipment. We depend on it to stay alive. Meanwhile ULSAC has a responsibility to provide safe and reliable diving equipment to its members. If ULSAC diving equipment is to work as we need it to, it needs to be treated with appropriate care and respect.

This document lists the policies which apply to the use of ULSAC diving equipment. The policies described here must be adhered to by all members at all times.

## Scope

These procedures apply to and are limited to the following equipment when owed by ULSAC:

Breathing air cylinders	Oxygen administration equipment
Regulators	Mask
Buoyancy compensator jackets (BCDs)	Pool Fins
BCD Emergency cylinders	Snorkels

## Equipment Use – pool

*The following procedures shall apply to the use of club equipment in the pool:*

- Regulators **MUST** be rinsed after every use.
- Regulator rinsing should be carried out whilst the regulator is still attached to the cylinder and still pressurised.
- Regulator dust caps **MUST** be dried and fitted immediately after removing the regulator from the cylinder.
- If you find a regulator where the dust cap has been left out, do not use the regulator. Please inform one of the equipment team so that they can check it over and arrange a service if necessary. If no one from the equipment team is available, please treat as potentially faulty and follow the procedure below under “Faulty Equipment”.
- In the event that a regulator requires servicing or repair as a result of water or other contamination as a result of a dust cap not being replaced, the last user may be charged for any consequent repairs.
- Buoyancy compensator jackets must be rinsed inside and out after every use.
- Buoyancy compensator jackets must be emptied of water after every use.
- Masks, fins and snorkels must be rinsed after every use.
- If you suspect that a piece of equipment is faulty please follow the procedure outlined under “Faulty equipment”. Under absolutely no circumstances should you dismantle or attempt repair it yourself.

## **Equipment Use – open water**

*The following procedures shall apply to the use of club equipment in open water:*

- Regulator dust caps **MUST** be dried and fitted immediately after removing the regulator from the cylinder.
- If you find a regulator where the dust cap has been left out, please do not use the regulator. If one of the equipment team is available please pass the regulator to them so that they can check it over and arrange a service if necessary. If no one from the equipment team is available, please inform the trip organiser or dive marshal and treat the regulator as potentially faulty, following the procedure below under “Faulty Equipment”.
- Regulators **MUST** be rinsed after every use.
- If practicable, regulator rinsing should be carried out whilst the regulator is still attached to the cylinder and still pressurised.
- If it is not practicable to rinse a regulator whilst pressurised:
  - extra care must be taken to ensure that the dust cap is fitted and tightly secured
  - second stage purge buttons **MUST NOT** be pressed whilst being rinsed or otherwise immersed in water
- Buoyancy compensator jackets must be rinsed inside and out at the end of the trip.
- Buoyancy compensator jackets must be emptied of water after every use.
- If you suspect that a piece of equipment is faulty please follow the procedure outlined under “Faulty equipment”. Do not dismantle or attempt repair yourself
- Cylinder DIN inserts **MUST** not be removed. Missing DIN inserts will be charged to the last person to use the cylinder with a DIN regulator.
- Under no circumstances may club equipment be dismantled for whatever reason. This includes removing “surplus” second stages when using club regulators on twin sets or ponies.
- The only exception to the above statement on dismantling is for the fitting of a personal dry suit direct feed hose. In this case, the owner assumes responsibility for ensuring that:
  - the direct feed hose is correctly fitted
  - the blanking plug removed is kept safely
  - the direct feed hose is removed at the end of the trip and the blanking plug refitted
- The club assumes no responsibility for dry suit direct feed hoses left attached to club regulators

## **Trip organiser responsibilities**

- Trip organisers shall acquaint themselves with and follow the “equipment guidelines for trip organisers” procedures (available on the ULSAC website)
- Please complete the “*equipment usage log*” on each trip and return to the Equipment Officer or Assistant Equipment Officer(s) as soon as possible after the trip (if possible within 7 days). An email copy is acceptable but this needs to include all the information from the form, including details of any equipment believed faulty, where it has been left etc.
- Trip organisers are responsible for ensuring that everyone on the trip is aware of the usage guidelines in this document.
- Trip organisers are responsible for ensuring that all hire fees are collected (see “Hire Fees” below).

## **Faulty equipment**

- If an item of equipment is believed to be faulty, a red “faulty” label MUST be completed. These are kept in the blue-black toolbox and in the dive marshalling bag. If we are getting short of labels please let the EO know.
- Please describe the *symptoms*, not what you believe the *problem* to me (e.g. “first stage leaking air”, “jacket doesn’t stay inflated”, “cylinder knob goes round and round” is good; “needs checking” is not).
- Do not attempt repairs yourself. Under no circumstances may club equipment be dismantled for whatever reason.
- Please notify the EO or the AEO of the problem and where you have left the suspect item.

## **Access to storage**

- Members requiring access to ULU equipment storage areas must be arranged with the Equipment Officer or Assistant Equipment Officer(s).
- The storage areas at ULU are locked by a number-coded padlock. The code for the padlocks will be changed on a regular basis and are available on request from any member of the equipment team.

## **Hire for personal use**

- The equipment team have the responsibility to ensure that sufficient diving equipment is available for use on all club activities (for the avoidance of doubt this means a club trip or activity publicized on the website).
- The only persons who may agree an equipment hire are the Equipment Officer and the Assistant Equipment Officer(s).
- If after meeting such obligations ULSAC diving equipment is available, club members may hire such equipment for their own personal use.
- In order to hire ULSAC diving equipment, members must be fully paid up members of both ULSAC and the BSAC
- Only the member hiring the equipment may use it – members may NOT hire equipment for the use of non-members
- Normal ULSAC hire fees apply to equipment hired for personal use.
- Hired equipment MUST be returned within 7 (seven) days of the completion of the chargeable hire period. Late return may attract additional hire charges.
- Hired equipment must be cared for in accordance with the policies in this document.

## **Servicing**

- ULSAC have a duty of care to ensure that the equipment used by its members is fit for purpose and safe to use.
- To meet this duty, diving equipment must be serviced in accordance with the guidelines from the BSAC and the manufacturers of the equipment.
- This means that:
  - Cylinders must be serviced and tested by an IDEST registered testing station in accordance with the servicing intervals mandated by the Health and Safety Executive
  - BCD “emergency” cylinders must be serviced at the same interval

- Diving regulators must be serviced annually by a competent servicing operation. In practise this means a professional dive shop
- BCDs must be serviced in accordance with the recommendation of the manufacturer. At the time of writing this is considered to be ultrasonic cleaning of the metal inflator assembly parts and replacement of all parts included in the servicing kit.

### **Keeping of Records**

- The equipment team shall ensure that accurate records are kept of the following:
  - Equipment servicing history
  - Equipment usage (as notified by trip organisers or equipment hirer)
  - Equipment fault history

### **Hire fees**

- The ULSAC club committee are responsible for setting the hire rates for club equipment. The rates will be posted on the ULSAC website.
- Hire fees are payable for any use of club equipment in any circumstance, unless the use of the equipment is expressly provided as part of the activity undertaken (for instance use of club equipment during pool sessions). For the avoidance of doubt, hire fees are also payable in the following circumstances (this list is not intended to be exhaustive):
  - Use of club equipment as a replacement for an item of personal equipment that has developed a fault
  - Use of club equipment to supplement personal equipment – e.g. use of a club cylinder to form a twin-set with an personal cylinder or a club regulator
  - Use of a component of club equipment (e.g. a BCD inflator hose). Hire of a component of a piece of equipment attracts the same hire charge as the item itself. For example hiring a BCD inflator hose from regulator is charged at the same rate as the complete regulator assembly (because the regulator is no longer useable)

### **Storage of personal equipment at ULU**

- ULSAC do not have the capacity to store significant quantities of personal equipment at ULU. It is permissible for club members to store equipment at ULU for short periods in connection with club activities but ULU must not be used as a long term store.
- Personal equipment stored at ULU remains the responsibility of the owner and neither ULSAC nor ULU accept any responsibility for personal equipment stored at ULU.
- If you leave personal equipment at ULU you are strongly advised to ensure it is clearly labelled with your name.
- Personal equipment stored at ULU must be stored in such a way that it does not encroach upon the normal business of ULSAC (i.e. it must not get in the way).
- ULSAC may undertake periodic audits of personal equipment stored at ULU. Should any equipment be found which can not be identified the details will be posted to the ULSAC announce distribution list. Anything which remains unclaimed after 3 months may be disposed of.

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