



1. Dive Center Affiliation Policy

(Why and how a dive center becomes an official ISE facility)

Purpose

This policy establishes the requirements, responsibilities, and procedures for a dive center seeking official affiliation with InnerSpace Explorers. Affiliation ensures that the dive center operates in alignment with ISE's training philosophy, safety culture, equipment standards, and exploration-driven mission.

Scope

This policy applies to all dive centers, owners, managers, and instructors operating under the ISE brand or seeking formal recognition as an ISE Dive Center.

Affiliation Requirements

- **Training Standards Compliance** — All courses must follow ISE standards, performance requirements, and evaluation criteria.
- **Instructor Credentials** — Only active-status ISE instructors may teach ISE courses.
- **Equipment Configuration** — The dive center must maintain and promote standardized ISE equipment configurations for all training and guided dives.
- **Safety Systems** — The center must implement ISE-aligned emergency procedures, gas management rules, and risk-mitigation protocols.
- **Facilities & Logistics** — Adequate classroom space, equipment storage, gas blending capability, and access to appropriate training sites must be available.
- **Ethical Conduct** — All staff must uphold ISE's values of professionalism, environmental responsibility, and team-oriented diving.

Application Process

- Submission of an affiliation request and supporting documents.
- Site inspection or virtual assessment by an ISE representative.
- Review of instructor roster, equipment inventory, and operational procedures.
- Approval, conditional approval, or denial based on compliance.

Affiliation Status

- **Full Affiliation** — Meets all requirements; authorized to use ISE branding.
- **Conditional Affiliation** — Temporary status pending corrective actions.
- **Suspension or Revocation** — Issued for non-compliance, safety violations, or misconduct.

Responsibilities of an Affiliated Center

- Maintain high training quality and consistent application of ISE standards.
 - Provide accurate representation of ISE programs and certifications.
 - Ensure all staff maintain active status and required qualifications.
 - Report incidents, near misses, and safety concerns to ISE HQ.
 - Support ISE exploration, conservation, and community initiatives.
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2. Dive Center Operations Policy

(Standards for daily operations, safety, equipment, and training delivery)

Purpose

This policy defines the operational expectations for an ISE-aligned dive center to ensure safe, consistent, and high-quality training and diving activities.

Operational Standards

- **Daily Briefings** — Conduct structured briefings covering dive plans, gas strategies, environmental conditions, and emergency procedures.
- **Record Keeping** — Maintain logs of courses, dives, gas fills, equipment servicing, and incident reports.
- **Gas Management** — Follow ISE gas rules, blending standards, and labeling protocols.
- **Equipment Maintenance** — Implement scheduled inspections, servicing logs, and pre-dive checks for all rental and training equipment.
- **Site Selection** — Choose training sites appropriate to course level, environmental conditions, and student capability.
- **Environmental Protection** — Enforce no-touch, no-disturbance policies and support conservation practices.

Staffing Requirements

- Maintain a roster of qualified instructors, guides, and support personnel.
- Ensure staff are briefed on ISE procedures and updates.
- Require staff to model proper equipment configuration and team behavior.

Student Management

- Verify prerequisites, medical fitness, and experience levels.
- Provide clear expectations on performance, safety, and equipment requirements.
- Maintain appropriate instructor-to-student ratios.

Emergency Preparedness

- Maintain oxygen kits, first aid supplies, and emergency action plans.
- Conduct regular staff drills for rescue, evacuation, and emergency communication.
- Establish coordination with local emergency services.

Quality Assurance

- Conduct internal audits of training quality, equipment condition, and safety compliance.
 - Address student feedback and instructor performance issues promptly.
 - Report significant issues to ISE HQ.
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3. Instructor Conduct & Responsibilities Policy

(Expectations for all ISE instructors teaching at or through the dive center)

Purpose

This policy outlines the professional, ethical, and operational responsibilities of instructors representing InnerSpace Explorers.

Professional Conduct

- Demonstrate integrity, professionalism, and respect toward students, staff, and the diving community.
- Uphold ISE's values of standardization, teamwork, and exploration-driven diving.
- Avoid conflicts of interest, misrepresentation, or unsafe practices.

Instructional Responsibilities

- Teach strictly according to ISE standards, performance requirements, and course outlines.
- Maintain accurate student records, evaluations, and certification documentation.
- Provide clear, constructive feedback and ensure students meet all performance criteria before certification.
- Maintain active teaching status and required qualifications.

Safety Responsibilities

- Conduct thorough pre-dive briefings, equipment checks, and risk assessments.
- Enforce gas management rules, team protocols, and environmental protection guidelines.
- Intervene immediately when unsafe behavior or conditions arise.
- Report incidents and near misses to the dive center manager and ISE HQ.

Equipment & Configuration

- Use and demonstrate the standardized ISE equipment configuration.
- Ensure students' equipment meets course requirements before training begins.
- Maintain personal equipment in excellent working condition.

Ethical Standards

- Treat all students fairly and without discrimination.
- Avoid inappropriate relationships or behavior with students.
- Maintain confidentiality of student information and performance records.

Date: ____ / ____ / _____

Location: _____

Dive Center Manager

Inner Space Explorers