

## Procedures of submitting the visit request, renewing membership letter, technical manager's experience certificate, and the certificate of good conduct for a foreign technical manager of the diving centers and safari boats

After the successful completion of the first phase of [the manual and protocol of audits for diving centers and safari boats](#), the applicant should send the documents listed below in a One PDF file via <mailto:ss.serv@cdws.travel> for South Sinai and Cairo, and <mailto:rs.serv@cdws.travel> for the Red Sea governorate and Alexandria or via WhatsApp on the number (+201223250555) for the South Sinai and Cairo or on (+201277911288) for the Red Sea and Alexandria, considering completing all the following documents:

- A visit request (regular or urgent) via email or WhatsApp message
- The [attached](#) visit request after completing its details, signing it, stamping it with the establishment stamp and resending it
- A copy of the latest renewed license of the Ministry of Tourism and Antiquities
- The recent commercial registration (less than one year)
- A valid license for navigation for safari boats only
- A copy of the CDWS ID card of the technical manager, if the manager was not replaced

In case of replacing the technical manager:

The company must accredit/employ the responsible technical manager and send the required documents, as following:

- 1- a valid CDWS card (his profile on CDWS portal must be activated).
- 2- Copy of the education certificate (at least high school certificate)

Note: It is required that the hired technical manager have already passed the ISO inspection or the technical manager course. [Click on the link to read the procedures for joining the technical managers course.](#)

The Documents will be reviewed, and a reply will be sent within maximum two working days, in the case of completing the documents correctly and the visit fees is paid, it will be communicated with the technical manager to determine the date of the visit.

If the visit is successfully passed, the technical manager will be notified by e-mail according [the manual and protocol of audits for diving centers and safari boats](#) and the applicant should pay the value of the renewal. The CDWS will send the letter of membership, the certificate of experience and the certificate of good conduct\* to the Ministry of Tourism directly and will be in contact with the legal representative or technical manager to determine the date to deliver the ISO certificate.

\*A certificate of good conduct and behavior shall be issued to the foreign technical manager only if he is employed for the first time in the establishment

\* Experience certificate is issued in case the technical manager is employed for the first time in the establishment



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