

Declaration of the technical manager in charge

I am Mr. / Mrs.

the undersigned,

That I take over the responsibility for the technical management of the facility :

● Located at:

● On date:

➤ **I have become fully responsible for the technical and administrative aspects of the said facility, and I acknowledge that my responsibilities include, but are not limited to:**

1. My deceleration and responsibility for operating in accordance to the international security and safety standards.
2. My deceleration of responsibility, knowing and receipt of a copy of the manual and protocol of the inspections with the attachments which must be complied with at all phases and the consequences thereof including legal effects, obligations and duties, I acknowledge that prior to submission of the inspection request, the facility must be ready for inspection, and I am aware of all the required details which the chamber will inspect and review with me and in my presence using the recording of voice and image camera during the inspection in accordance with the protocol of recording the inspections applicable from the chamber.

3. The commitment that the documents and forms used in the operation and submitted to the chamber should be on forms having the name of the facility and its logo.

4. I decelerate my awareness that the advertisement to sell, market or carry out any activity other than what is licensed for the facility to practice it, exposes me to the suspension and revocation of the facility license due to violation of the license terms and related laws, and acknowledge my bearing of all legal and civil responsibilities resulting from this action.

5. I decelerate my awareness that the relocation of the facility without notification to the Ministry of Tourism and the chamber or the operation of the center site before obtaining the license from the Ministry of Tourism for this center site exposes me to legal accountability as a result of managing a tourist facility without a license - and also suspension of work according to the sanctions regulation.

6. Completion and validity of clients' registration documents for trips and / or training and submitting it with diving documents for the leaders and instructor of the facility upon request.

7. Following local regulations and instructions applied by the Ministry of Tourism and the diving tourism and marine activities chamber.

8. I decelerate that in case of my absence from the facility for a period exceeds 7 days, I should notify the ministry and the chamber by nominating my representative during that period, Failure to execute this clause shall mean the work of the facility without a technical manager in charge, which shall expose the facility to the administrative suspension and execution of the imposed penalties on the responsible technical manager.

9. Following the professional principles and international standards of the international training organizations and I am responsible as the technical manager for any violations committed by one of the employees or executors of the facility activities and that the existence of technical violations or non-obligation with the manual of inspections lead to excluding me from the management of the facility and preventing me from managing diving centers, safari yacht and marine activities centers for a period of up to one year.

10. Maintaining technical specifications and, safety standards and **safe operation procedures** and that any deficiency or violation thereof shall be expose me to legal accountability with my bearing of all legal and civil responsibilities resulting from this action.

11. The commitment that all diving and snorkel leaders and instructors working in the facility are qualified and obtaining the card to practice the profession issued from the chamber and that the foreigners having a work permit, and adhering to international standards , settled professional principles, local laws and regulations and decisions of the Board of Directors of the chamber, I am responsible for this and will inform the Ministry and the chamber of any violation that may

be is decelerate sued by an employee, or any accident that may occur during the services provision immediately, provided that I submit the accident report in writing within 24 hours of the occurrence of the violation or accident and became personally responsible in case of non- notifying.

12.I also decelerate my full cooperation with the Ministry of Tourism staff and the quality auditors in the chamber and I undertake to provide any necessary data or equipment for any inspection or investigation immediately upon request. Otherwise, I and the facility will be subject to the sanctions stipulated in the sanctions regulations.

13.I decelerate my awareness that the facility is not allowed to use gas cylinders for diving or medical oxygen without the logo of the facility at a size not less than 12 x 25 cm and placed in the bottom on third of the cylinder and just behind the slot of air exit and that all the cylinders are operational.

14.I decelerate my awareness that the international standards stipulate that the activity of intros that are performed in the open sea by a second level instructor with a rate of one instructor for each practitioner at least and in the designated places, and that the practice of snorkel or intros outside those places is considered a violation of the standards necessitates execution of the imposed penalties.

15.I decelerate not accompanying practitioners from the facility by dealing directly with leaders and instructors and carrying out special trips for them.

16.I decelerate that the sale of permits and assistance to non - licensed entities to work is considered a serious violation, and lead to applicable legal procedures.

17.I decelerate my awareness and obligation that that the passenger list must contain:

- The names of all accompanying leaders and instructors and their chamber card numbers.
- The names of the guests and must be bilateral at least and written in English.
- ID number of the guest, hotel name and room number.
- The type of activity and services that will be provided to practitioners should be mentioned.
- The facility is responsible for the clarity of such data in all copies of the passenger list.

18.Obligation of all employees to professional behaviour, for example, but not limited to:

✓ It is of the duties of the responsible technical manager, making sure that the manager or employees of the facility are not allowed to commit any of the abuses such as:

- Molestation (whether by speech, act or request), whether by accepting or rejecting from the practitioner.
- Failure to report any abuses whether by practitioners, colleagues or crew.
- Assisting the practitioners during trips to make transgressions (exceeding safe limits of allowed depths, fishing, etc.).
- Failure to communicate information to practitioners or day explanation and activity with professional manner.
- Occurrence of indecent behaviour by speech, act or attack on tourists, colleagues or yacht crews or dealing in a manner contrary to professionalism.
- Breach of contracts or obligations with clients, or bad service or abuse to clients.
- Non-existence of declared and active cancellation policy for tourists prior to booking the activity if the cancellation is requested or deceiving and cheating tourists or giving them incorrect information about the service which they will get in return of paid money in violation of international standards.
- The facility should display the information which includes (Cancellation Policy, Emergency Plan, Emergency Numbers, Environmental protection and Safety Instructions).
- Ensuring that there is a booklet for the instructions of the facility distributed to the professional workers and training them with follow-up their performance and commitment.

19.Emphasize the commitment of all employees of the facility with environmental controls and instructions and refraining of environmental violations.

20.Follow up violations that may occur during the operation from professional workers, tourists or yacht crews, which may include environmental violations:

- Fishing.
- Using a catcher or wires at coral reefs.

- o Violation of the instructions for the use of buoys.
- o Fish feeding.
- o Sharks feeding.
- o Destruction or cracking of reefs or marine life.
- o Being in a closed site of nature reserves.
- o Disposal of solid or untreated liquid residues - petroleum derivatives or production of an acoustic or environmental pollution as a result of the exhausting dense smoke from the engine.

21. I decelerate my awareness that the breach of any provision of this declaration shall be exposed me and the facility for accountability in accordance with the sanctions regulation and relevant ministerial decisions.

22. In the case of an accident / event - God forbid - the chamber must be informed immediately on the assigned emergency numbers which are 01273600001 for the governorate of South Sinai, Cairo and Suez, and 01273600002 for the governorate of Red Sea, Alexandria, Marsa Matrouh and the northern coast and submitting the report of accident within 24 hours at most.

23. In accordance with the decision of the Board of Directors held on 26 / 4 /2009, The exception of diving centers at the city of Nuweiba and Taba in South Sinai Governorate and diving centers in Alexandria has been agreed that the number of air cylinders with basic technical requirements shall be 30 air cylinders instead of 60 cylinders.

24. In accordance with the decision of the Board of Directors held on 24 / 8 / 2008, The exception of the diving centers operating at Cairo has been agreed for the requirements of the number of equipment to be owned by the center to be 25 cylinder and 15 tool kit only and the agreement of the exception of marine activities centers located in the Mediterranean basin in respect of the required tools to be 35 skateboard or board surf and 45 sail.

25. I decelerate my fully awareness and acceptance that the chamber shall record all the inspections, investigations and joint inspection campaigns between the Ministry of Tourism and the chamber, whether on scaffolding, land or sea, voice and image.

26. I decelerate my fully awareness that the center / yacht must apply to renew the license issued from the Ministry of Tourism at least one month prior to its expiration and that it meets all the requirements for renewal (As stipulated for at the conditions issued by the Ministry of Tourism), and I am aware that the requirements of the renewal include compliance with the international specifications and standards (ISO) for the providers of recreational tourism diving services and that it is enforceable based on the relevant decisions.

27. The center / yacht must abide by applying these standards throughout the year and at all times to provide recreational diving services in accordance with professional standards and not only during short periods or at intermittent periods through the year. This deceleration is considered a permanent request for the Committee, Ministry of Tourism officials and quality auditors by attendance to the center at any time during the year to conform the international standards and specifications.

28. The center / yacht and the technical manager undertake during the granted time limit - if any – to comply with applying and following the international standards as a prerequisite for granting or renewing the membership letter, as well as renewing the license from the Ministry of Tourism ,and that the center / yacht and technical manager undertakes to submit a request for an inspection - after fulfilment all technical observations - **before the expiration of the deadline granted to it ,with enough period.** And I am responsible in case of the license renewal requirements are not met and non compliance to apply and follow the international standards and the consequences of this and I am aware of the decisions of the board of birectors in this regard ,which are :

- o Not accepting registration of new facilities including dive centers and safari yachts, and not renewing the membership of any of the registered facilities in the chamber including diving centers and safari yachts in case of non compliance with the international standards and violation of the decisions of the Board of Directors in this regard.

- o The chamber is entitled to take the necessary legal action in accordance with Law No. 85 of 1968 and amended by Law No. 124 of 1981 and the relevant ministerial decisions.

29. I acknowledge that if I have to attend the course of the technical manager, I must attend and pass this course successfully, and in case of non-recognition or failure to attend, I shall be suspended and the entity must appoint another technical manager.

30. The chamber shall inform the technical manager of the facility and its legal representative of the results of the visits and inspections through the e-mail of each of them which registered at the inspection request submitted to the chamber and each of them shall bear responsibility in the event of incorrect data including telephone numbers or e-mail. The chamber must be notified in case of changing the data as soon as possible. Knowing that the e-mail which is sent has all the legal and administrative effects in the notification of the results of the visits, inspections and related decisions.

Acknowledged by ,

1. Owner / legal representative of the facility:

- Name :
- Signature :
- Date :
- Phone number:
- Email address:

2. Technical Manager responsible for the facility:

- Name :
- Signature :
- Date :
- Phone number:
- Email address: