



Instructions for completing CSU/OSI Annual Equipment Service Record

Completion and submission of this document is the responsibility of the individual diver.

In the first (top) section, fill out your name and phone number, make, model and serial number for each piece of equipment. Some items, (e.g. SPG, Depth Gauge) may not have a serial number – if you don't have one put "n/a" in the field. Don't leave any field empty. Do not rely on the dive shop or service technician to do this for you.

As you may be using the same set of equipment for several years, after you've filled out this basic information, keep a master copy for future use. This will save you the trouble of filling out these fields every year. Keep receipts for new dive gear and note the purchase date(s) on the form. Some manufacturers will provide free parts as long as you stick to the service schedule and keep good records. This can save you a fair amount of money over time.

The balance of the document should be filled out *completely*, by the dive shop or service technician – again, there should be no empty fields.

In the second section, regulator testing, each column should be completed and "yes or no" under rebuild should be ticked as described below – a sample of each is attached.

Test Only: Each column should be completed and "yes or no" under rebuild should be ticked.

Manufacturer Required Service: The first column may be crossed out - there's no need for incoming testing if service/rebuild is required per the manufacturers specifications. The rest of the columns should be completed and "yes" under rebuild should be ticked.

New Equipment: Each column should be completed and "no" under rebuild should be ticked.
You must provide receipts in your name as proof of purchase date for new equipment.

In the third section, all of the appropriate boxes should be ticked off (see samples).

Forms that are incomplete, or filled out incorrectly, will be rejected – save yourself return trips to the dive shop by reviewing the form before you leave.

It's recommended that you provide a copy of these instructions to the shop/technician. If they have additional questions, they can contact the Dive Office using the information provided below.

Darrell Montague
Dive and Boat Safety Officer
California State Universities, Ocean Studies Institute
Southern California Marine Institute
820 S. Seaside Ave
Terminal Island CA 90731
626-399-3308
Darrell.Montague@csulb.edu
www.scmi.net

SAMPLE FORM - TEST ONLY



AMERICAN ACADEMY OF UNDERWATER SCIENCES REQUIRED ANNUAL EQUIPMENT SERVICE RECORD *

DIVER NAME: Jane Dorris		PHONE #: 202-555-0197
SHOP NAME: Scuba Ba Do Ba Do		PHONE #: 202-555-0173
SHOP WEB: scubabadobado.com/		SHOP EMAIL: 202-555-0146
TECH NAME: Dan Aqua Man		SERVICE DATE: 13/13/2013
REGULATOR 1ST STAGE	MAKE	MODEL
Aqualung		Titan
REGULATOR 2ND STAGE		Titan
Aqualung		ABS
OCTOPUS		Pro LT
BCD	Aqualung	4000psi
DEPTH GAUGE	N/A	Zoop
COMPUTER	Suunto	333035321

REGULATOR SET	INCOMING	MANUFACTURER SPECS	OUTGOING	REBUILD
REGULATOR 1ST STAGE	I.P. 132	I.P. 135 +/- 5psi	I.P. 140	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	INHALE 2.8	INHALE .08 - 1.4	INHALE 1.4	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
REGULATOR 2ND STAGE	EXHALE 1.9	EXHALE 0.5 - 1.2	EXHALE 0.8	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	INHALE 2.0	INHALE 1.6	INHALE 1.6	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
OCTOPUS	EXHALE 1.2	EXHALE 0.5 - 1.2	EXHALE 0.8	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

BCD/GAUGES/HOSES	INCOMING				OUTGOING			
BCD	OPV: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	DV: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	PI: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	LI: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REBUILD: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
DRYSUIT	E/IV: P <input type="checkbox"/> F <input type="checkbox"/>	S: P <input type="checkbox"/> F <input type="checkbox"/>	Z: P <input type="checkbox"/> F <input type="checkbox"/>	LT: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REBUILD: YES <input type="checkbox"/> NO <input type="checkbox"/>		
SPG	PRESSURE TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	WATER TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	WATER TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE SPOOL: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REPLACE O-RING: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
DEPTH GAUGE	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>	WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE BATTERY: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REPLACE HP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REPLACE LP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
COMPUTER	PT: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	WT: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	FT: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	BT: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPLACE HP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REPLACE LP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
HOSES	HP LEAK TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	LP LEAK TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPLACE HP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REPLACE LP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				

BCD = Buoyancy Compensation Device	WT = Water Test	E/IV = Exhaust & Inlet Valves Test	NOTES
SPG = Submersible Pressure Gauge	FT = Func		
OPV = Over Pressure Valve	BT = Battery Test	S = Seals Test	
DV = Dump Valve	HP = High Pressure	Z = Zipper Test	
PI = Power Inflator	P = Pass F = Fail	LT = Leak Test	
I.P. = Intermediate Pressure	PT = Pressure Test		

*** PLEASE NOTE: OSI/AAUS Standards only require annual "testing and inspection" of dive equipment. "Servicing" of dive equipment is only necessary if it fails to pass testing and inspection, or is required according to manufacturer's specifications.**

Questions - contact Darrell Montague, Dive Safety Officer 626.399.3308 darrell.montague@csub.edu

SAMPLE FORM - MANUFACTURER REQUIRED SERVICE



AMERICAN ACADEMY OF UNDERWATER SCIENCES REQUIRED ANNUAL EQUIPMENT SERVICE RECORD *

DIVER NAME: Jane Dorris		PHONE #: 202-555-0197
SHOP NAME: Scuba Ba Do Ba Do		PHONE #: 202-555-0173
SHOP WEB: scubabadobado.com/		SHOP EMAIL: 202-555-0146
TECH NAME: Dan Aqua Man		SERVICE DATE: 13/13/2013
REGULATOR 1ST STAGE	MAKE	MODEL
Aqualung	Titan	D0484890
REGULATOR 2ND STAGE	Aqualung	Titan
Aqualung	ABS	D0354840
BCD	Aqualung	Pro LT
Suunto	4000psi	B29
DEPTH GAUGE	N/A	
COMPUTER	Suunto	Zoop
		333035321

REGULATOR SET	INCOMING	MANUFACTURER SPECS	OUTGOING	REBUILD
REGULATOR 1ST STAGE	I.P. / INHALE	I.P. 135 +/- 5psi INHALE .08 - 1.4	I.P. 140 INHALE 1.4	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	EXHALE	EXHALE 0.5 - 1.2	EXHALE 0.8	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
REGULATOR 2ND STAGE	INHALE	INHALE 1.6	INHALE 1.6	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	EXHALE	EXHALE 0.5 - 1.2	EXHALE 0.8	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BCD/GAUGES/HOSES	INCOMING	OUTGOING
BCD	OPV: P <input checked="" type="checkbox"/> F <input type="checkbox"/> DV: P <input checked="" type="checkbox"/> F <input type="checkbox"/> PI: P <input checked="" type="checkbox"/> F <input type="checkbox"/> LI: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> REBUILD: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
DRYSUIT	E/IV: P <input type="checkbox"/> F <input type="checkbox"/> S: P <input type="checkbox"/> F <input type="checkbox"/> Z: P <input type="checkbox"/> F <input type="checkbox"/> LT: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/> REBUILD: YES <input type="checkbox"/> NO <input type="checkbox"/>
SPG	PRESSURE TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPLACE SPOOL: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> REPLACE O-RING: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
DEPTH GAUGE	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/> REPLACE: YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPUTER	PT: P <input checked="" type="checkbox"/> F <input type="checkbox"/> WT: P <input checked="" type="checkbox"/> F <input type="checkbox"/> FT: P <input checked="" type="checkbox"/> F <input type="checkbox"/> BT: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPLACE BATTERY: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NEW COMPUTER: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
HOSES	HP LEAK TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/> LP LEAK TEST: P <input checked="" type="checkbox"/> F <input type="checkbox"/>	REPLACE HP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> REPLACE LP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

BCD = Buoyancy Compensation Device WT = Water Test E/IV = Exhaust & Inlet Valves Test

SPG = Submersible Pressure Gauge FT = Func

OPV = Over Pressure Valve BT = Battery Test S = Seals Test

DV = Dump Valve HP = High Pressure Z = Zipper Test

PI = Power Inflator P = Pass F = Fail LT = Leak Test

I.P. = Intermediate Pressure PT = Pressure Test

Questions - contact Darrell Montague, Dive Safety Officer 626.399.3308 darrell.montague@csub.edu

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SAMPLE FORM - NEW EQUIPMENT



AMERICAN ACADEMY OF UNDERWATER SCIENCES REQUIRED ANNUAL EQUIPMENT SERVICE RECORD *

DIVER NAME: Jane Dorris		PHONE #: 202-555-0197
SHOP NAME: Scuba Ba Do Ba Do		PHONE #: 202-555-0173
SHOP WEB: scubabadobado.com/		SHOP EMAIL: 202-555-0146
TECH NAME: Dan Aqua Man		SERVICE DATE: 13/13/2013
REGULATOR 1ST STAGE	MAKE	MODEL
Aqualung	Titan	D0484890
REGULATOR 2ND STAGE	Aqualung	Titan
Aqualung	ABS	D0354840
BCD	Aqualung	Pro LT
Suunto	4000psi	B29
DEPTH GAUGE	N/A	
COMPUTER	Suunto	Zoop
		333035321

REGULATOR SET	INCOMING	MANUFACTURER SPECS	OUTGOING	REBUILD
REGULATOR 1ST STAGE	I.P. N/A	I.P. N/A	I.P. N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	INHALE N/A	INHALE N/A	INHALE N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
REGULATOR 2ND STAGE	EXHALE N/A	EXHALE N/A	EXHALE N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	INHALE N/A	INHALE N/A	INHALE N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
OCTOPUS	EXHALE N/A	EXHALE N/A	EXHALE N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	INHALE N/A	INHALE N/A	INHALE N/A	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

BCD/GAUGES/HOSES	INCOMING				OUTGOING			
BCD	OPV: P <input type="checkbox"/> F <input type="checkbox"/>	DV: P <input type="checkbox"/> F <input type="checkbox"/>	PI: P <input type="checkbox"/> F <input type="checkbox"/>	LI: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REBUILD: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
DRYSUIT	E/IV: P <input type="checkbox"/> F <input type="checkbox"/>	S: P <input type="checkbox"/> F <input type="checkbox"/>	Z: P <input type="checkbox"/> F <input type="checkbox"/>	LT: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REBUILD: YES <input type="checkbox"/> NO <input type="checkbox"/>		
SPG	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>	WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>	WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE SPOOL: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REPLACE O-RING: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
DEPTH GAUGE	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>	WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE: YES <input type="checkbox"/> NO <input type="checkbox"/>				
COMPUTER	PT: P <input type="checkbox"/> F <input type="checkbox"/>	WT: P <input type="checkbox"/> F <input type="checkbox"/>	FT: P <input type="checkbox"/> F <input type="checkbox"/>	BT: P <input type="checkbox"/> F <input type="checkbox"/>	REPLACE BATTERY: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	NEW COMPUTER: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
HOSES	HP LEAK TEST: P <input type="checkbox"/> F <input type="checkbox"/>	LP LEAK TEST: P <input type="checkbox"/> F <input type="checkbox"/>	REPLACE HP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REPLACE LP: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				

BCD = Buoyancy Compensation Device	WT = Water Test	E/IV = Exhaust & Inlet Valves Test	NOTES
SPG = Submersible Pressure Gauge	FT = Func		See attached receipts for new gear purchase
OPV = Over Pressure Valve	BT = Battery Test	S = Seals Test	
DV = Dump Valve	HP = High Pressure	Z = Zipper Test	
PI = Power Inflator	P = Pass F = Fail	LT = Leak Test	
I.P. = Intermediate Pressure	PT = Pressure Test		
Questions - contact Darrell Montague, Dive Safety Officer 626.399.3308 darrell.montague@csulb.edu			

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DIVER NAME:		PHONE #:
SHOP NAME:		PHONE #:
SHOP WEB:		SHOP EMAIL:
TECH NAME:		SERVICE DATE:
MAKE	MODEL	SERIAL NUMBER
REGULATOR 1ST STAGE		
REGULATOR 2ND STAGE		
OCTOPUS		
BCD		
SPG		
DEPTH GAUGE		
COMPUTER		

	INCOMING	MANUFACTURER SPECS	OUTGOING	REBUILD
REGULATOR 1ST STAGE	I.P.	I.P.	I.P.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	INHALE	INHALE	INHALE	YES <input type="checkbox"/> NO <input type="checkbox"/>
REGULATOR 2ND STAGE	EXHALE	EXHALE	EXHALE	YES <input type="checkbox"/> NO <input type="checkbox"/>
	INHALE	INHALE	INHALE	YES <input type="checkbox"/> NO <input type="checkbox"/>
OCTOPUS	EXHALE	EXHALE	EXHALE	YES <input type="checkbox"/> NO <input type="checkbox"/>
	INHALE	INHALE	INHALE	YES <input type="checkbox"/> NO <input type="checkbox"/>

	INCOMING				OUTGOING			
BCD	OPV: P <input type="checkbox"/> F <input type="checkbox"/>	DV: P <input type="checkbox"/> F <input type="checkbox"/>	PI: P <input type="checkbox"/> F <input type="checkbox"/>	LI: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REBUILD: YES <input type="checkbox"/> NO <input type="checkbox"/>		
	E/IV: P <input type="checkbox"/> F <input type="checkbox"/>	S: P <input type="checkbox"/> F <input type="checkbox"/>	Z: P <input type="checkbox"/> F <input type="checkbox"/>	LI: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REBUILD: YES <input type="checkbox"/> NO <input type="checkbox"/>		
SPG	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>		WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>		REPLACE SPOOL: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE O-RING: YES <input type="checkbox"/> NO <input type="checkbox"/>		
	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>		WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>		REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE: YES <input type="checkbox"/> NO <input type="checkbox"/>		
DEPTH GAUGE	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>		WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>		REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE: YES <input type="checkbox"/> NO <input type="checkbox"/>		
	PRESSURE TEST: P <input type="checkbox"/> F <input type="checkbox"/>		WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>		REPAIR: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE: YES <input type="checkbox"/> NO <input type="checkbox"/>		
COMPUTER	PT: P <input type="checkbox"/> F <input type="checkbox"/>	WT: P <input type="checkbox"/> F <input type="checkbox"/>	FT: P <input type="checkbox"/> F <input type="checkbox"/>	BT: P <input type="checkbox"/> F <input type="checkbox"/>	REPLACE BATTERY: YES <input type="checkbox"/> NO <input type="checkbox"/>	NEW COMPUTER: YES <input type="checkbox"/> NO <input type="checkbox"/>		
	HP LEAK TEST: P <input type="checkbox"/> F <input type="checkbox"/>	LP LEAK TEST: P <input type="checkbox"/> F <input type="checkbox"/>			REPLACE HP: YES <input type="checkbox"/> NO <input type="checkbox"/>	REPLACE LP: YES <input type="checkbox"/> NO <input type="checkbox"/>		
HOSES								

BCD = Buoyancy Compensation Device WT = Water Test E/IV = Exhaust & Inlet Valves Test

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