Bloop User Guidelines
Version: 1.0
Responsible Executive: Dive Safety Program
Responsible Offices: Health, Safety & Environment
Date Issued: 14/08/2025
Date Last Revised: 03/09/2025

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Bloop User Guidelines

HSE DIVE SAFETY PROGRAM

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1. **Purpose & Scope**

   This document outlines how to use the Scientific Dive Platform (Bloop), manage your diver account, create Snorkel Plans, Dive Projects, Dive Plans, and log activities. This document applies to any authorized KAUST Diver or Snorkeler.

2. **Diver / Snorkeler Responsibilities**

   All users are responsible for maintaining their own status as a diver/snorkeler.

   Before a dive project or plan is created the Lead Diver/Snorkeler must confirm the status of those planned to conduct diving/snorkeling activities.

   To comply, all users must ensure that:

   - All mandatory documentation / information is provided.
   - Documentation which expires is renewed and re-uploaded in a timely manner.
   - Address any warnings displayed on the user dashboard.
   - Provide new or update existing documentation per changes to KAUST Dive Safety Manual requirements or DSO/Dive Safety Program request.

   In addition, Divers must ensure that:

   - 12 Scientific Dives are logged in the last 12 months
   - At least 1 Scientific Dive is logged in the last 6 months, near to their depth authorization.

   If a user has not met all required to maintain active status, they are considered restricted status. Those of restricted status may not act as Lead Diver/Snorkeler and may require additional actions to re-activate their status. Please refer to the KAUST Dive Safety Manual or reach out to the DSO for more information.

3. **BLOOP Overview**

   Bloop is the Scientific Diving Platform which KAUST uses to manage divers/snorkelers and their respective research activities.

   When entering the program, each diver/snorkeler is given an individual account which they can access to maintain their diver profile, create dive projects/plans, and record activities.

   ACCESS BLOOP HERE

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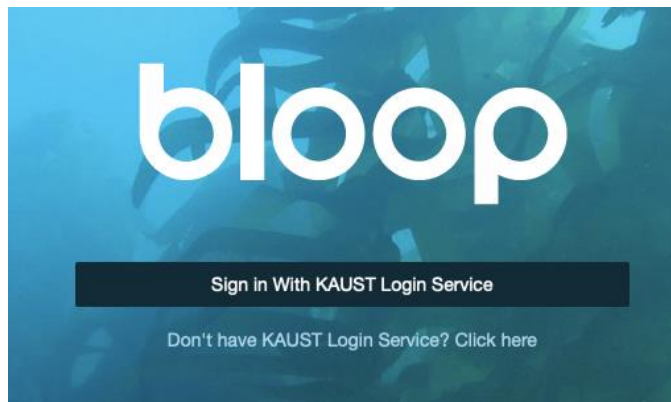**Date Last Revised: 03/09/2025**

Log In

Image 1. Bloop Access Page

KAUST Staff/Students can log in via the KAUST Login Service. If you have trouble logging in, please contact IT.
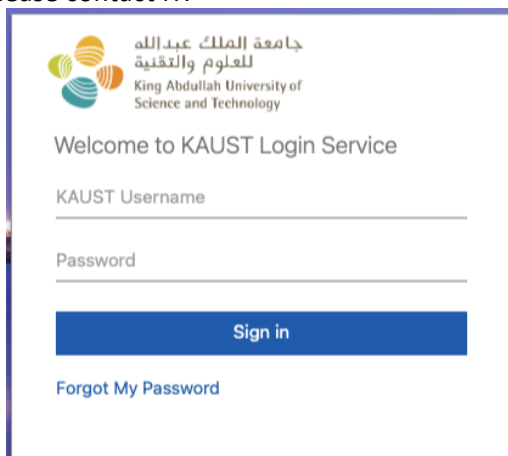

Image 2. KAUST Log in Service Page

Visitors without KAUST credentials can log in with their username (external email) and password. If you have trouble logging in, please contact the dive team.
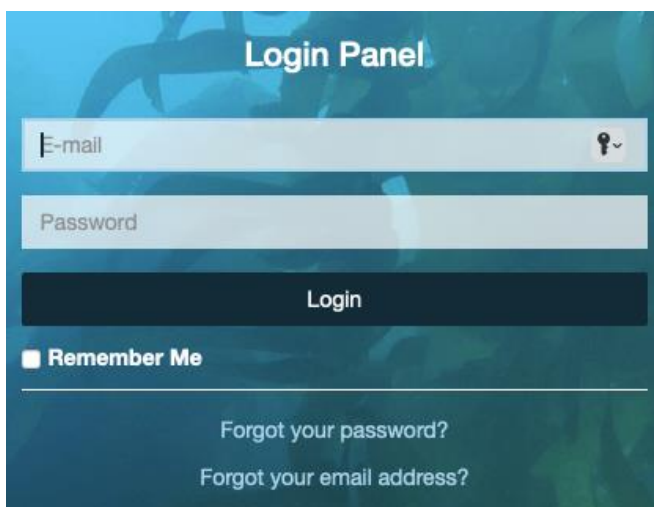

Image 3. Log in page for non-KAUST credentials.

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Quick Access Menu:
- Log Dives
- Create Dive Plans
- Upload Diver and Equipment Certificates

The Dashboard

Sidebar Menu

User Menu - Manage Personal Information

bloop

Diver

Dash Board (User Summary)

Dashboard

Dashboard

Manage and View Dive/Snorkel Plans, Schedule & Log Dives

Diving

Course Calendar

Courses

Manage and View Projects

Projects

Useful Documents

Documents

Manage Dive Locations

Settings

85
Logged Dives in last 12 months

30.0m
Max Depth in last 6 months

0
Alerts

12
Projects

Submission Approval/Review Times

DIVE PROJECTS / PLANS
• In Kingdom diving should be submitted *at least* 10 BUSINESS DAYS in advance of the planned dives;
• Out of Kingdom diving should be submitted at least 20 BUSINESS DAYS in advance;
• Visiting or Reciprocity divers should be submitted 20 BUSINESS DAYS in advance.

ENSURE THAT YOU ALLOW SUFFICIENT TIME FOR DIVER AUTHORIZATION AND DIVE PLAN SUBMISSIONS.
You should submit dive projects/plans as EARLY as possible; it is quicker to tweak an approved plan closer to the time than approve a new one.

FIT TO DIVE CERTIFICATES
• Dive Medical review can take up to 3 WORKING DAYS. Further requirements may be needed so it is advised to start this process as early as possible.

Image 4. Bloop User Dashboard

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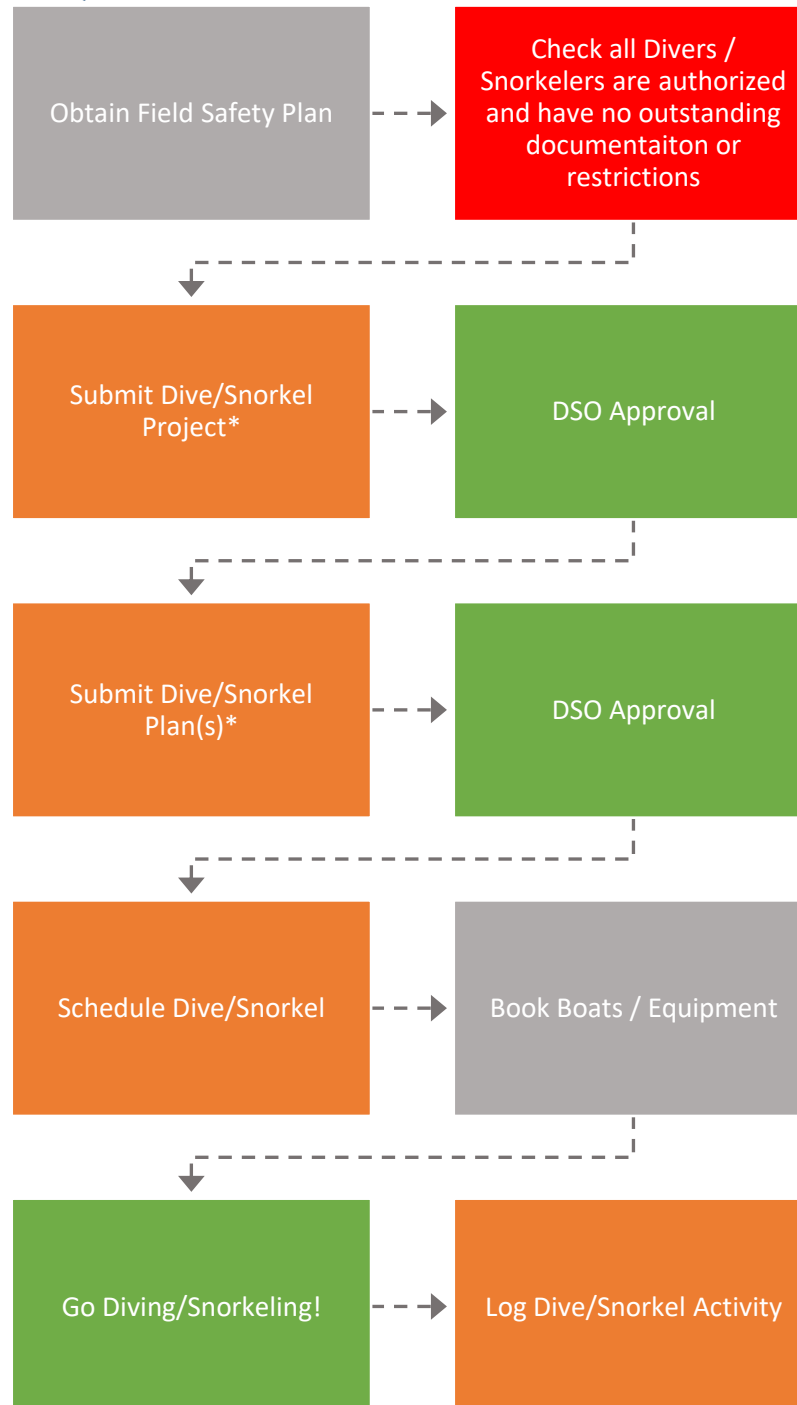**Responsible Executive: Dive Safety Program**
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4.   BLOOP Workflow Quick Guide

Obtain Field Safety Plan	Check all Divers / Snorkelers are authorized and have no outstanding documentaiton or restrictions
Submit Dive/Snorkel Project*	DSO Approval
Submit Dive/Snorkel Plan(s)*	DSO Approval
Schedule Dive/Snorkel	Book Boats / Equipment
Go Diving/Snorkeling!	Log Dive/Snorkel Activity

*Any revisions made to approved Bloop projects and plans require re-approval by the DSO

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5. **Dive/Snorkel Planning Quick Guide**

A Project and Plan is required for all dive/snorkel activities, the plan being the most detailed. A Lead Diver/Snorkeler of the activity should create and submit projects/plans.

Prerequisite Approvals (FSP, IACUC, IBEC)

Ensure that the Field Safety Plan ID Number, and if applicable IACUC and IBEC numbers, are included in the Project Objective:

Field Safety Plan (FSP)
All experiments/fieldwork conducted outside of a lab must have an approved Field Safety Plan (FSP). The validity or a dive or snorkel project/plan cannot exceed that of the FSP.

The FSP Number and Expiry Date must be included in any submitted Project.

Institutional Animal Care and Use Committee (IACUC)
IACUC ensures humane and ethical care and use of vertebrates and cephalopods in research. If your project involves vertebrates and cephalopods then you may need IACUC approval. For more information contact iacuc@kaust.edu.sa.

If your project requires IACUC approval, the IACUC Letter of Approval Number must be included in the any submitted project.

Institutional Biosafety and Bioethics Committee (IBEC)
IBEC ensures safe and ethic research at KAUST. If your project involves Corals, Aquatic Plants and/or deployments longer than 6 months then you may need IBEC approval. For more information contact ibec@kaust.edu.sa.

If your project requires IBEC approval, the IBEC Letter of Approval Number must be included in any submitted Project.

A Plan should contain the following elements:

- Location & Date Range of Activity.
- Persons involved and team structure/allocation.
- Detail of the task and how it will be achieved.
- Tools/equipment required for the task.
- Planned access method (boat, shore etc.).
- *(Dive Only)* Dive Information – techniques, purpose, depth, bottom time, number of dives, surface intervals, gas & gas planning, decompression planning, environment.
- *(Snorkel Only)* note that 1 up, 1 down method is followed if limited breath hold/depth occurs and if mixed with diving activities ensure that this does **NOT** occur after diving.
- Hazards identified and risk mitigations for the technique (diving or snorkeling) and the task.
- Emergency Action Plan
- Any other information pertinent to scientific diving regulation, activity plan, location, risk assessment etc.

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The following are short templates to help structure the Activity Description section when creating a dive plan or snorkel plan.

Dive Plan Template

1. **What is your objective to the dives?** (Break the objectives down into key tasks) *e.g., Collect fish samples, deploy sensors, move nursery structures etc.*

2. **How do you plan to conduct each task?** (Method, Key Equipment/Tools and planned use) *e.g., old tags will be removed using clippers, collected in mesh bags and then new cattle tags will be placed on colonies using zip ties. We will then use an underwater drill to affix permanent tags in the area. Coral samples will then be taken using hammer and chisel, and sediment samples will be taken from the same area. They will be placed in a box, attached with carabiners and lifted to the surface using 50lbs lift bags.*

3. **Who is assigned to each task?** (Assign buddy pairs, if known and note if anyone is conducting depth progression or is limited to a depth less than the plan depth).

4. **Any other considerations** regarding the task, team, environment, access method?

Dive Plan:
Single Dive Days
Give examples of the dive day. If there is some uncertainty, provide a few "options" e.g.:

Dive Day Option 1	**Dive Day Option 2**
Dive 1: 12m, 60mins	Dive 1: 15m, 60mins
Surface Interval: 60 mins	Surface Interval: 60 mins
Dive 2: 12m, 60 mins	Dive 2: 10m, 90mins

Note, daily exposure should not exceed 180 minutes and surface intervals should, at a minimum be 60 minutes, unless reviewed and approved by the DSO.

Multi Day Dives / Cruises
Plan as above, providing daily options if required, but also include planned structure for the total duration. Day 1, Day 2, Day 3 etc. Note, for plans that span more than a week, 1 rest day (non-diving day) should be included in every 7 days, or consider rotations of dive teams.

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Snorkel Plan Template

1. **What is your objective to the snorkels?** (Break the objectives down into key tasks) *e.g., Collect Sea Grass samples, deploy sensors, take photos, assist divers etc.*

2. **How do you plan to conduct each task?** (Method, Key Equipment/Tools and planned use) e.g., *old tags will be removed using clippers, collected in mesh bags and then new cattle tags will be placed to mark sea grass meadows using zip ties. We will then lay a transect and photograph quadrats at 1m intervals.*
   i. Note how many snorkel sessions are planned to happen each day and estimated length of time.

3. **Who is assigned to each task?** (Assign buddy pairs to tasks and surface cover)

4. **Any other considerations** regarding the task, team, environment, access method?

5. **Mandatory Snorkeling Requirements**
   i. Each team must consist of a 3-person team (Supervisor & Snorkel Buddy Pair), of which 2 must hold a valid First Aid certificate.
   ii. Snorkelers will work in buddy pairs, adhere to one up/one down procedure for breath-holds and always remain in direct observation of their buddy and be capable of rendering in-water assistance.
   iii. Snorkelers must be positively buoyant as demonstrated by the diver floating at collar bone height at the surface and adhere to 3m depth limit with limited duration breath-hold (max 60 seconds). **Freediving is prohibited.**
   iv. Breath-holds should not be conducted within 12 hours after 1 SCUBA Dive or 24 hours after multiple SCUBA Dives.
   v. Snorkelers will wear appropriate exposure protection and/or wetsuit for buoyancy and carry a whistle.
   vi. Snorkelers must remain within a 50m radius from the vessel/dive platform or, when operating from the shore, snorkelers must remain within 50m from the coast and no further than 100m from the entry point.
   vii. The Supervisor (ratio 1:6) will remain in direct line of sight with snorkelers, log snorkelers in and out and, be equipped with a whistle and recall device/method of recall.
   viii. Oxygen Kit and First Aid kit must be on site.

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6. **Hazardous Conditions Quick Guide**

   Every dive plan must have an assessment of risk based on the hazards identified and, if appropriate/possible, mitigations in place. A risk assessment, as a *minimum* should contain the following aspects:

   - Identified hazards
   - Assessment of the risks posed for each hazard
   - Control measures put in place to reduce or mitigate the risks (e.g., training, PPE, procedures etc.)

   Risk Assessments will vary depending on personnel, location, complexity/nature of task etc. – please contact the DSO for assistance developing your risk assessment. Below are some common examples of hazards that may be present:

1. **Limited Visibility**: Description: Poor visibility due to turbidity, silt, or low light can disorient divers and increase the risk of getting lost. Precautions: Stay close to your buddy, monitor your depth gauge and compass closely. Cancel the dive if needed.
2. **Decompression Sickness**: Description: Also known as "the bends," this occurs when divers ascend too quickly, causing nitrogen bubbles to form in the body. Precautions: Follow proper ascent rates, conduct safety stops, and plan your dive profile to avoid exceeding no-decompression limits.
3. **Equipment Failure**: Description: Malfunctions in diving gear, such as regulators or BCDs (Buoyancy Control Devices), can lead to dangerous situations. Precautions: Perform thorough pre-dive equipment checks, carry spares if possible, and be familiar with emergency procedures.
4. **Marine Life Encounters**: Description: Encounters with aggressive or venomous marine life can pose risks. Precautions: Be knowledgeable about local marine species, avoid touching or disturbing wildlife, and carry a first aid kit for stings or bites.
5. **Extreme Temperatures**: Description: Very hot water can cause overheating. Precautions: Wear appropriate thermal protection, and monitor your body temperature during the dive.
6. **Entrapment or Entanglement**: Description: Getting caught in underwater obstacles or fishing gear can pose serious risks. Precautions: Maintain awareness of your surroundings, use a dive knife or cutting tool, and avoid areas with known hazards.
7. **Poor Weather Conditions**: Description: Storms or rough seas can impact entry and exit points, as well as overall dive safety. Precautions: Check weather forecasts before diving, and be prepared to abort or delay dives in adverse conditions.
8. **Strong Currents**: Description: Powerful water flow can make navigation difficult and increase the risk of being swept away. Precautions: Plan dives for times with minimal current, use a dive compass, and stay close to your buddy, stay close the bottom or wall. Cancel the dive if necessary.
9. **Exhaustion**: Description: Physical or mental fatigue from strenuous activities, long dives, or inadequate rest can impair a diver's ability to perform safely. Precautions: Ensure you are well-rested before diving. Take breaks as needed, and avoid overexerting yourself. Monitor your physical and mental state throughout the dive and abort if feeling overly fatigued.
10. **Overworking**: Description: Engaging in excessive or complicated tasks underwater can lead to stress and errors. Precautions: Simplify tasks and follow dive plans. Communicate clearly with your buddy, and delegate tasks appropriately. Ensure that tasks are within your skill level and avoid overloading yourself with responsibilities.
11. **Gas Management**: Description: Poor gas management can result in running low on air or other gases, increasing the risk of running out of breathable gas underwater.
    Precautions: Regularly monitor your air supply and plan your dive with appropriate gas reserves. Always have a gas plan in place, and practice buddy breathing or gas-sharing techniques if necessary. Be familiar with your equipment and how to manage it effectively

This list is not exhaustive and/or may not be applicable to your plan. It should not replace a formal risk assessment.
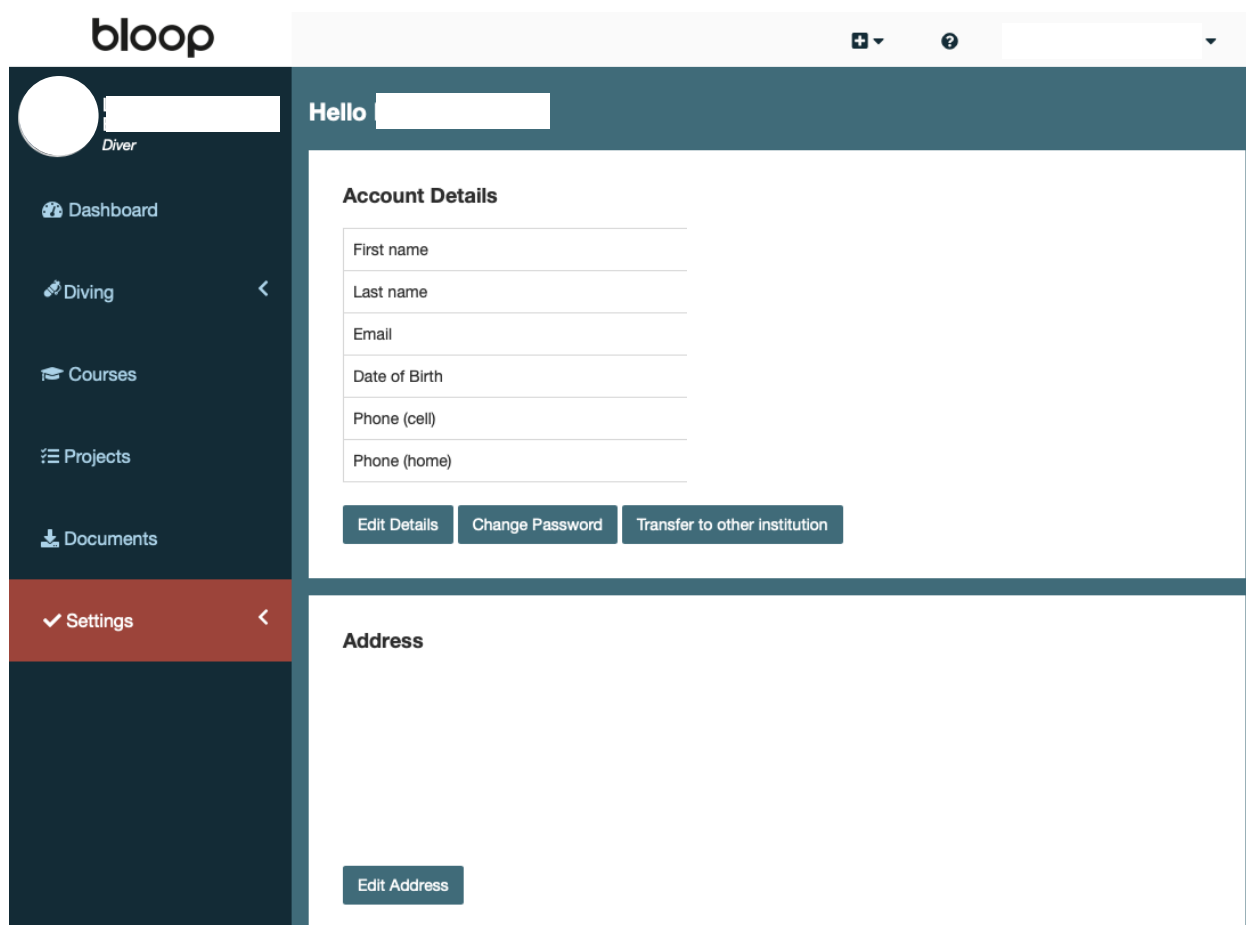
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7. **Emergency Planning Quick Guide**

An Emergency Action Plan (EAP) is required for all field work and should contain the following elements:

- Clear, established workflow of what to do in the event of an emergency.
- List of emergency contacts.
- Identified local emergency medical facility and DAN approved Hyperbaric Chamber. (Back up options should be listed if available).
- Evacuation procedures and estimated time to definitive care.
- Emergency Oxygen requirements.
- Any location or task specific management plans based on risk assessment (i.e. poisonous/venomous fauna or catastrophic bleeding).

EAPs will vary depending on personnel, location, complexity/nature of task etc. – for new locations, especially out of kingdom, or variations in routine work please contact the DSO for assistance developing your EAP. A *minimum* example template:

TIME TO DEFINITIVE CARE: XXX Minutes / Hours
EMERGENCY OXYGEN REQUIREMENTS: *(15LPM x Number of Minutes to Definitive Care)*2*
General Procedures
Depending on and according to the nature of the diving accident:
1. Make appropriate contact with victim or rescue as required.
2. Establish (A)irway (B)reathing (C)irculation or (C)irculation (A)irway (B)reathing as appropriate
3. Stabilize the victim
3. Administer 100% oxygen, if appropriate (in cases of Decompression Illness, or Near Drowning).
4. Call local Emergency Medical System (EMS) for transport to nearest medical treatment facility. *Explain the circumstances of the dive incident to the evacuation teams, medics and physicians. Do not assume that they understand why 100% oxygen may be required for the diving accident victim or that recompression treatment may be necessary.*
5. Call appropriate Diving Accident Coordinator (e.g. DAN) for contact with diving physician and recompression chamber, etc. (Diving Only)
6. Notify Government Affairs On-Call, DAN, the DSO, and designee PI using available cellphone or satellite phone:
*Local Emergency Number: +966 XXXXXXXX
*Divers' Alert Network (DAN) Europe: +39 064-211-5685 (Diving Only)
*Government Affairs On-Call: +966 54 470 1111
*DSO Augusto Montburn: +966 54 320 5201/ Beatrice Rivoira: +966 54 914 9063
*PI XXXXXXXXX: +966 XXXXXXXXX
7. Collect the dive history information.
8. Gather additional information about the incident and prepare the victim for transport.
9. Confiscate the diver's gear for inspection. DO NOT DISASSEMBLE GEAR OR EXHAUST AIR FROM THE SYSTEM. Close the cylinder valve ONLY. Count and record number of turns required to secure the valve.

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9.   User Management

Update Personal Information

From the User Menu, "*My Account*", you can manage basic personal information, contact details, emergency contact details and email preferences. Ensure this information is current and accurate.
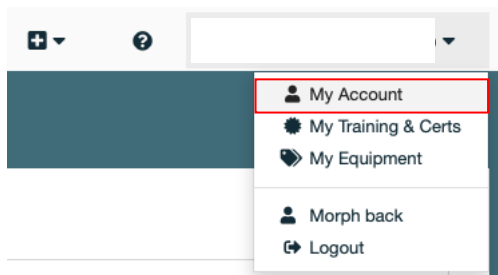
Image 5. User Menu

Image 6. Account Details Page

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Certification Management

From the Quick Access Menu , *"Add Certification"*, you can upload and manage any qualifications, certificates or documentation required to be an authorized diver / snorkeler.

Documents are split into 3 categories:

- DSO Supplied Information – Files to be uploaded by the DSO.
- Mandatory Training / Certifications – Files to be uploaded by the user.
- Other Certifications – Files to be uploaded by the user.

Image 7. Quick Access Menu

Image 8. My Training and Certifications Page

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Any missing mandatory documentation or certifications expiring within 30 days will be displayed as alerts on the User Dashboard.

Image 9. User Dashboard with Certification Alert.

Upload a New Document

From the Quick Access Menu ⊞▾, select *"Add Certification" >> "My Training and Certifications Page"*.

Mandatory Certificates

DSO Supplied and Mandatory documentation can be seen listed, with options for information ⓘ and upload ⬆ on the right-hand side. Ensure all mandatory documentation is uploaded and current.

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Image 10. My Training & Certifications Page - Missing Mandatory Certification

For any other, optional, certificates see the bottom section "*Other Certificates*", + Add Certification where documents can be uploaded.

Image 11. My Training & Certifications Page – Add Certification

Choose Document Category

Image 12. Add Certification – Category Selection

Choose Certificate

Image 13. Add Certification – Certfiicate Selection

Ensure information is entered correctly, especially the issue/expiration dates. Upload document and submit.

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Image 14. Add Certification – Certification information page & Upload window

Renew a Document

From the Quick Access Menu ➕▾ , select *"Add Certification" >> "My Training and Certifications Page"*.

Expired documentation can be seen listed, with options to view 👁 and renew 🔄 on the right-hand side.

Image 15. My Training & Certifications Page - Expired Certificates

When renewing, ensure information is entered correctly, especially the issue/expiration dates. Upload document and submit.

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Image 16. Renew Expired Certificate – Add information & Upload Window

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Required Documents

The below table outlines the minimum documentation required to be an authorized Diver or Snorkeler in KAUST. Please refer to the Dive Safety Manual (Appendix 2B – 2D) for more detailed information. *(Documentation with expiry dates are highlighted* yellow.*)*

Organization	Divers Classification	Requirements
KAUST	Existing Scientific Divers (Maintaining Scientific Diver Authorization)	Mandatory Documentation 1. Entry Level Diver certification from an internationally recognized training agency. E.g. ISO or WRSTC (i.e. PADI Open Water) 2. AAUS Scientific Diver Course Certificate or Verification of Training 3. AAUS Written Exam certification 4. Fit to Dive Certificate (KAUST HSE) 5. Fit to Snorkel Certificate (KAUST HSE) 6. DAN Insurance 7. DAN DFA Pro or equivalent 8. Depth Authorization 9. Check Out Dive Recommended / Optional Documentation 10. Night Diver 11. Nitrox certification 12. Lead Diver certification (if applicable)
	New Scientific Divers (Diver in Training)	Pre-Requisite Documentation 1. Entry Level Diver certification from an internationally recognized training agency. E.g. ISO or WRSTC (i.e. PADI Open Water) 2. Fit to Dive Certificate (KAUST HSE) 3. Fit to Snorkel Certificate (KAUST HSE) 4. DAN Insurance 5. Check Out Dive Scientific Diving Course Mandatory Documents 6. AAUS Scientific Diver Course Certificate or Verification of Training 7. AAUS Written Exam certification 8. DAN DFA Pro or equivalent certificate Additional Mandatory Documents 9. Depth Authorization
	Transferring Scientific Diver from another	Mandatory Documentation

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	Institution (AAUS or NON-AAUS)	1. Entry Level Diver certification from an internationally recognized training agency. E.g. ISO or WRSTC (i.e. PADI Open Water) 2. AAUS Verification of Training or Other Scientific/Commercial Qualification 3. AAUS Written Exam certification or Knowledge Review* 4. Fit to Dive Certificate (KAUST HSE) 5. Fit to Snorkel Certificate (KAUST HSE) 6. DAN Insurance 7. DAN DFA Pro or equivalent 8. Depth Authorization 9. Check Out Dive *For NON-AAUS / Commercial Trainings only.
	Snorkeler Only	Mandatory Documentation 1. Fit to Snorkel Certificate (KAUST HSE) 2. DAN Insurance 3. DAN DFA Pro or equivalent 4. Swim Test
Visiting	Scientific Divers (AAUS)	Mandatory Documentation 1. Entry Level Diver certification from an internationally recognized training agency. E.g. ISO or WRSTC (i.e. PADI Open Water) 2. Letter of Reciprocity (LOR) signed by DSO in current AAUS institution. 3. Knowledge Review* 4. Fit to Dive Certificate (KAUST HSE) 5. Fit to Snorkel Certificate (KAUST HSE) 6. DAN Insurance 7. DAN DFA Pro or equivalent 8. Depth Authorization 9. Check Out Dive *DSO's Discretion
	Scientific Divers (NON-AAUS / Commercial)	Mandatory Documentation 1. Entry Level Diver certification from an internationally recognized training agency. E.g. ISO or WRSTC (i.e. PADI Open Water) 2. Copy of home institution Dive Manual with equivalent standards to AAUS.* 3. Scientific Diver Qualification or Commercial Qualification AND documented scientific diving experience. 4. Knowledge Review**

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		5. Fit to Dive Certificate (KAUST HSE) 6. Fit to Snorkel Certificate (KAUST HSE) 7. DAN Insurance 8. DAN DFA Pro or equivalent 9. Depth Authorization 10. Check Out Dive *Divers affiliated with an institution only **DSO's Discretion
	Temporary Diver authorization (No Scientific or Commercial Qualifications)	Mandatory Documentation 2. Rescue Diver certification from an internationally recognized training agency. E.g. ISO or WRSTC (i.e. PADI Rescue) 3. Documented scientific diving experience. 4. Knowledge Review 5. Fit to Dive Certificate (KAUST HSE) 6. Fit to Snorkel Certificate (KAUST HSE) 7. DAN Insurance 8. DAN DFA Pro or equivalent 9. Depth Authorization Check Out Dive
	Snorkeler Only	Mandatory Documentation 1. Fit to Snorkel Certificate (KAUST HSE) 2. DAN Insurance 3. Swim Test

Table 1. Documents Required for Authorization by User Type.

Add Personal Equipment

Divers & Snorkelers may submit personal equipment documentation for approval to be used during scientific activities.

From the Quick Access Menu ⊞▾ , select *"Add Equipment" >> "My Equipment"*.
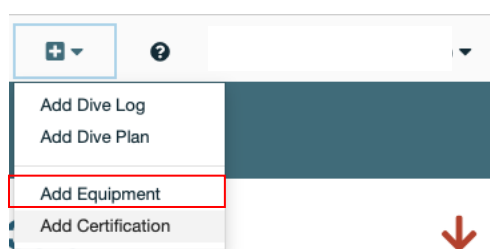
Image 17. Quick Access Menu

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From "My Equipment" Page, choose + Add Equipment . A pop-up window will be displayed.
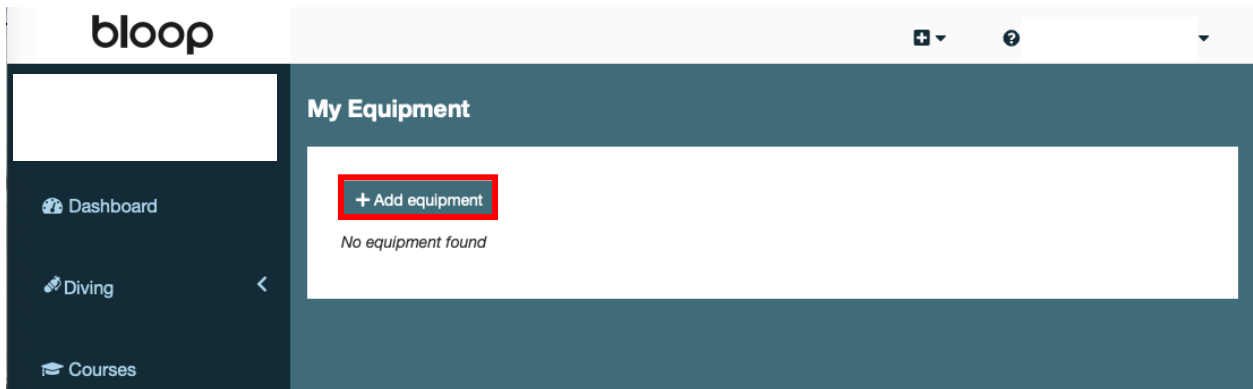
Image 18. My Equipment Page

Choose Equipment Item

Image 19. Add Equipment Pop-Up - Supported Equipment

Input information, ensure accuracy, upload service document and submit.

All equipment must be serviced at intervals no more than 12 months. You must provide the equipment Serial Number which should match the information provided on the service record.

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Image 20. Add Equipment Pop-Up - Equipment Information Form

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Renew Personal Equipment

From the Quick Access Menu ⊞▾ , select *"Add Equipment" >> "My Equipment"*.

Expired documentation can be seen listed, with options to view 👁 , edit ✎ and renew ⟳ on the right-hand side.
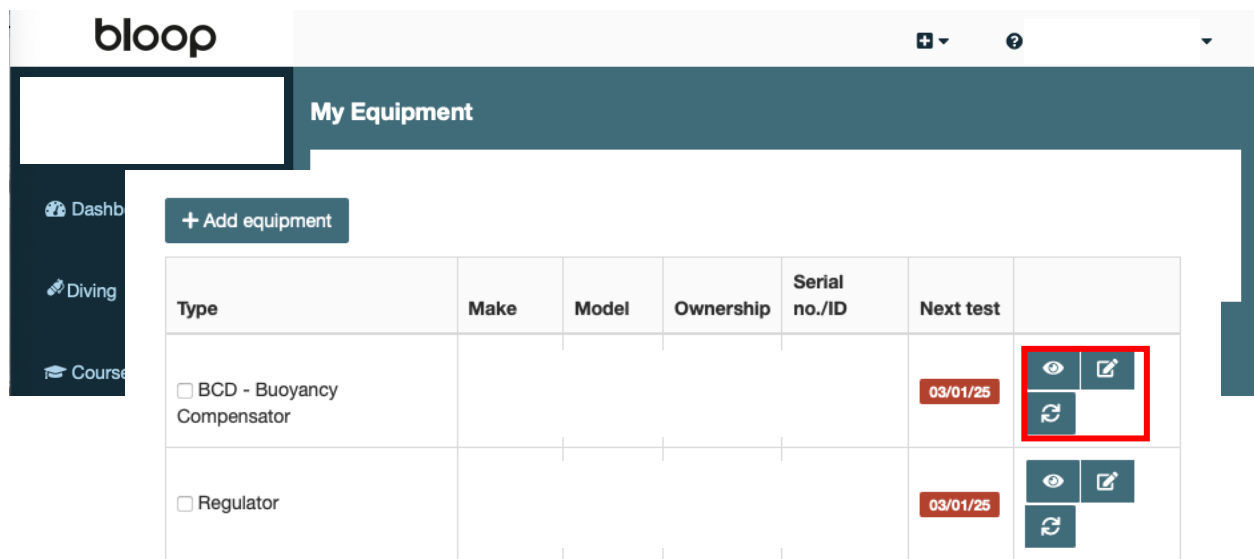
Image 21. My Equipment Page with Expired Documents.

When renewing, ensure information is entered correctly, especially the issue/expiration dates. Upload document and submit.

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10. Areas / Locations

Areas and locations need to be added to Bloop before they can be assigned to a Dive/Snorkel Project or Plan.

Users can create and edit areas and locations. When creating/editing instances ensure that:

- The area or location doesn't already exist before creating a new instance.
- The Standard EAP Template is added to the Emergency Action Plan Section
- All information for medical facilities and evacuation are accurate and corroborated.

From the Sidebar Menu on the User Dashboard, select *"Settings" >> "Locations"* Page.
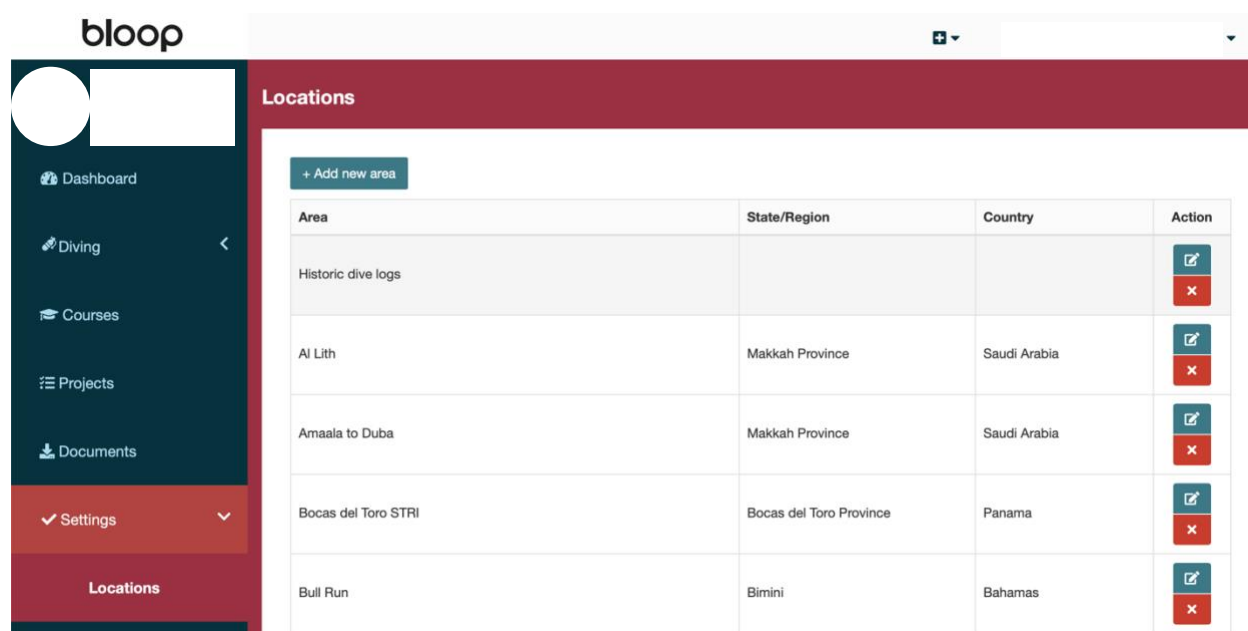
Image 22. Locations Page

Create New Area

From "Locations" Page, choose + Add New Area . A pop-up window will be displayed.

Image 23. Locations Page- Add New Area Button

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Using the search bar, enter and find the general area which the intended dive sites are located. For example, a city, island, bay, or stretch of coastline.

You can then drag the map and zoom in or out to adjust the area selected. This will update the stored GPS location.
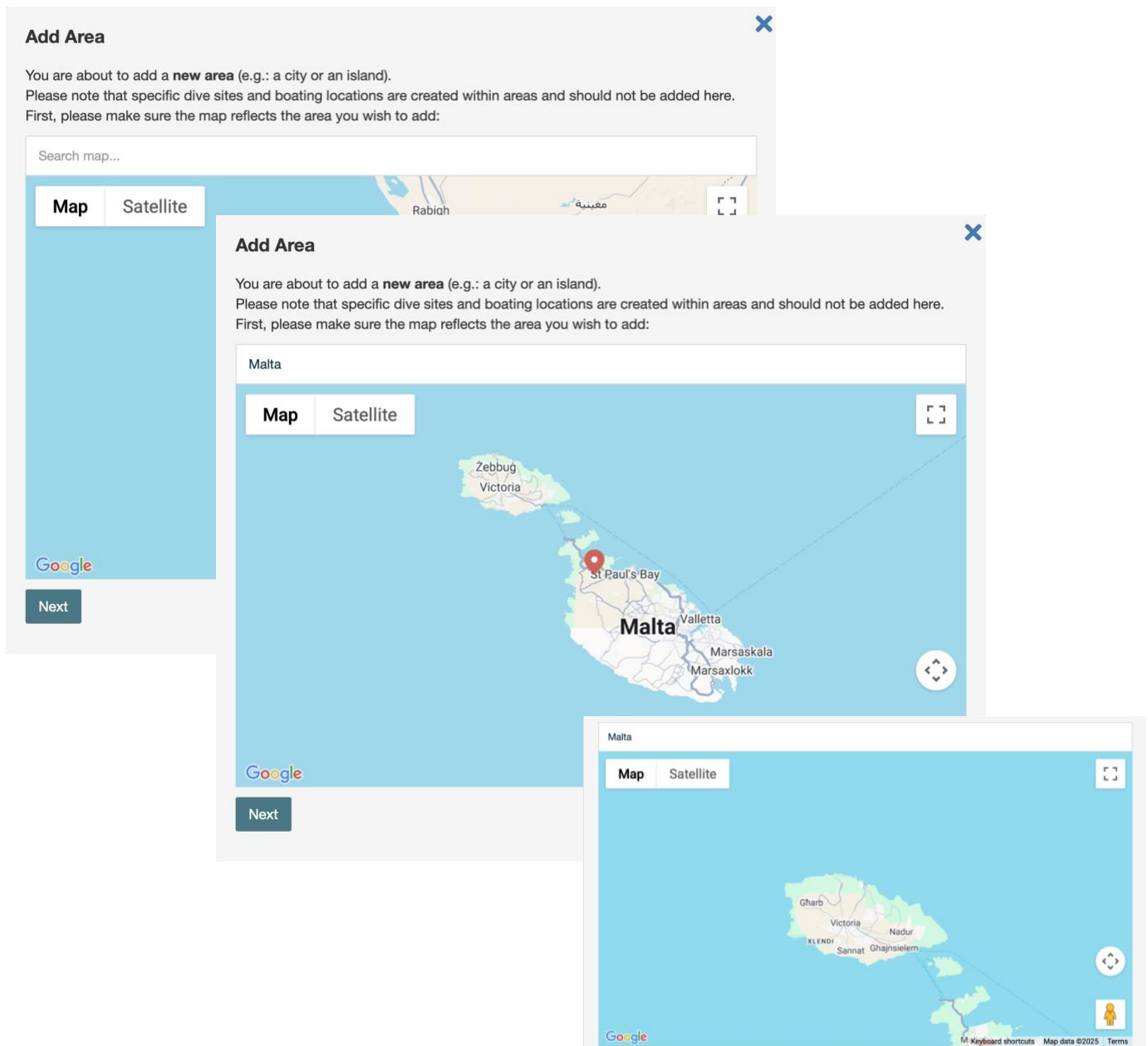
Image 24. Locations Page - "Add Area" pop-up. Area Search.

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Once the area is selected, click *"Next". As* requested, input more location information (state/region and area names).

Image 25. Locations Page - "Add Area" pop-up. Add Area Information.

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Once completed, click *"Add Area".* The pop-up will close and a new window, displaying the area profile will be shown.

Enter requested emergency information. This will automatically populate the fields when a dive/snorkel plan is created.

Image 26. Area Profile Page

Field	Guidance	Example
Edit Emergency Action Plan	Enter generic EAP template.	-
Nearest Medical Facility	Enter nearest Medical Facility (for general medical emergencies).	KAUST Health
Nearest Recompression Chamber	Enter nearest Recompression Chamber (for dive related medical emergencies).	DSFH **The chamber must be in the DAN network**
Nearest Airport / MedEvac	Enter nearest evacuation point for medical emergencies.	KAUST Clinic HeliPad

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Edit an Area

From "Locations" Page, identify the location to change and select on the right-hand side. The location profile should be displayed.
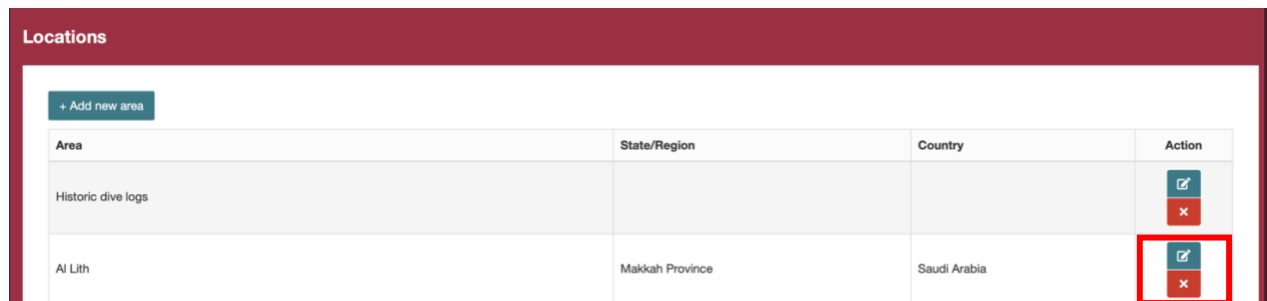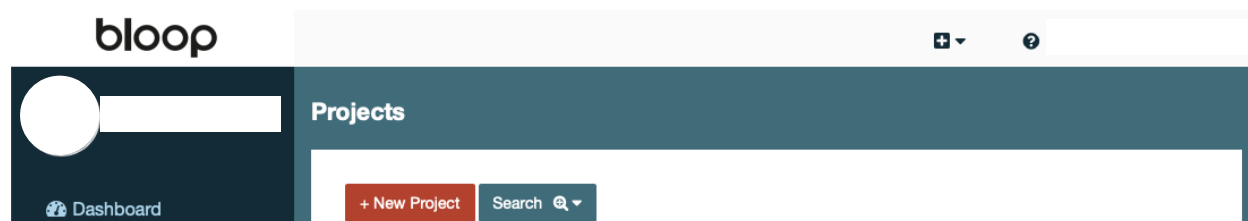

Image 27. Locations Page
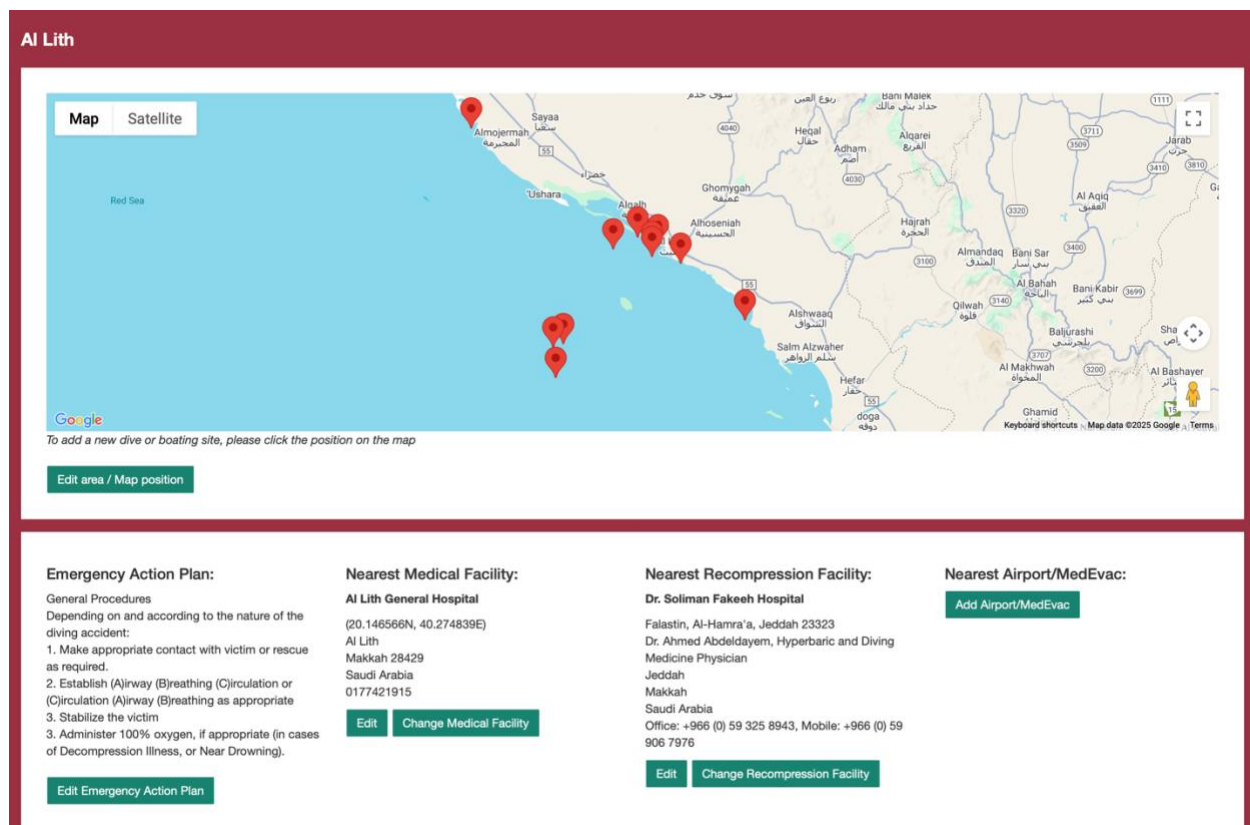
Image 28. Area Profile Page with completed information

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Field	Option	Action
Edit Emergency Action Plan	Edit	Manually Edit Details
	Change	Select other facility or create a new facility
Nearest Medical Facility	Edit	Manually Edit Details
	Change	Select other facility or create a new facility
Nearest Recompression Chamber	Edit	Manually Edit Details
	Change	Select other facility or create a new facility
Nearest Airport / MedEvac	Edit	Manually Edit Details
	Change	Select other facility or create a new facility

Add a Location

Once an Area is created, you can add many locations to it. Each location represents a dive/snorkel site. Locations are created and stored so that you can easily add them to projects/plans in the future.

From the Sidebar Menu on the User Dashboard, select *"Projects" >> "Projects"* Page.

From "Projects" Page, choose + New Project . A pop-up window will be displayed. *(Note the below instructions cover adding locations when creating a new project, however locations can also be managed from existing projects).*

Locate *"Areas/Locations"* Field (*"Required"* Tab) and click the icon on the right-hand side. A pop-up window will be displayed.

Image 29. Projects Page with completed information

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Image 30. Projects Page - "Define a new Project" pop-up. "Required" Tab

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The pop-up window will display an interactive map:

1. Select the Area in which the Location is situated.
2. Enter the GPS coordinates of the Location into the search bar OR click the location on the map.
3. A location tag will appear. Select *"Add New Location Here"*.
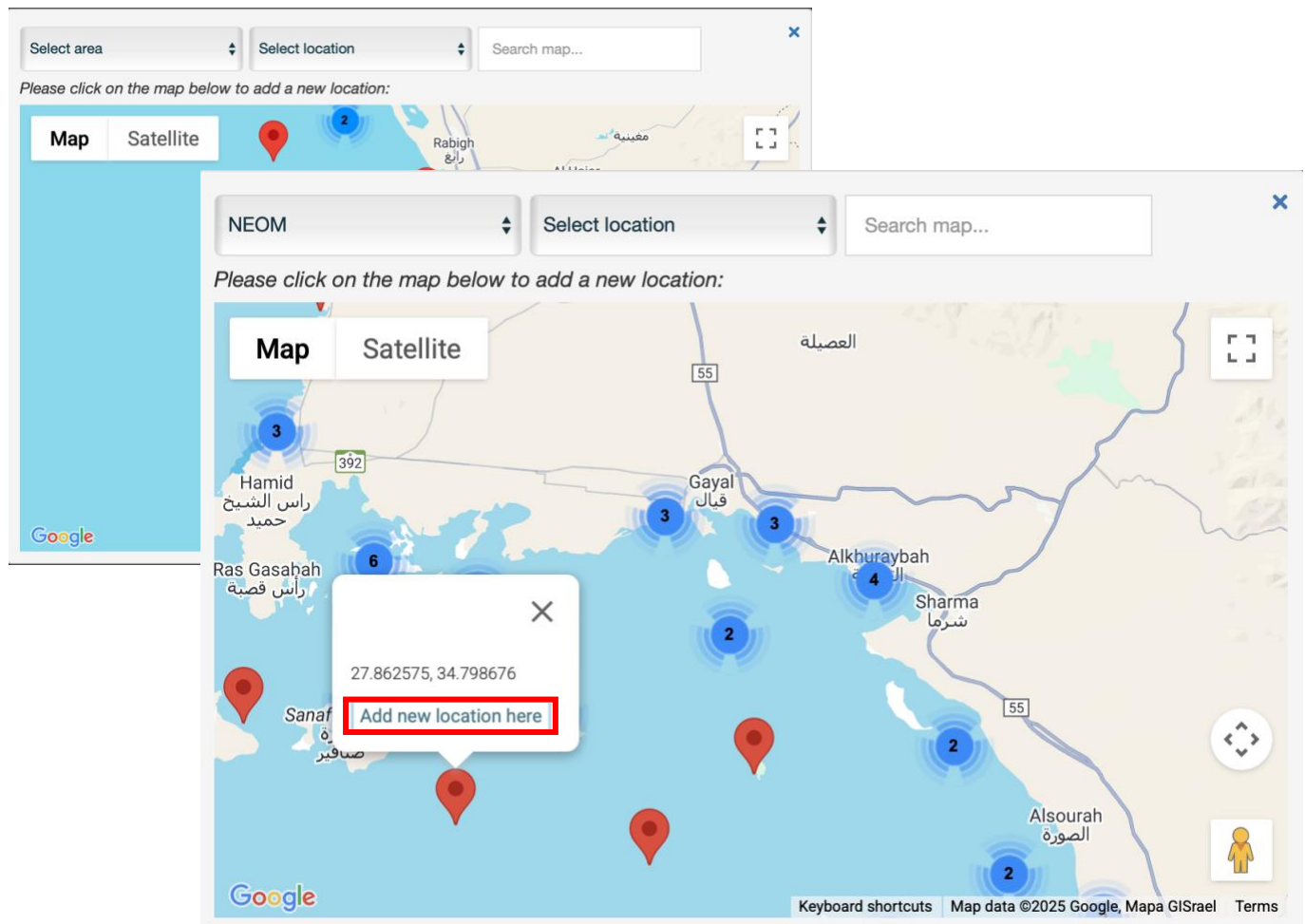
Image 31. Projects Page - "Add New Location" pop-up.

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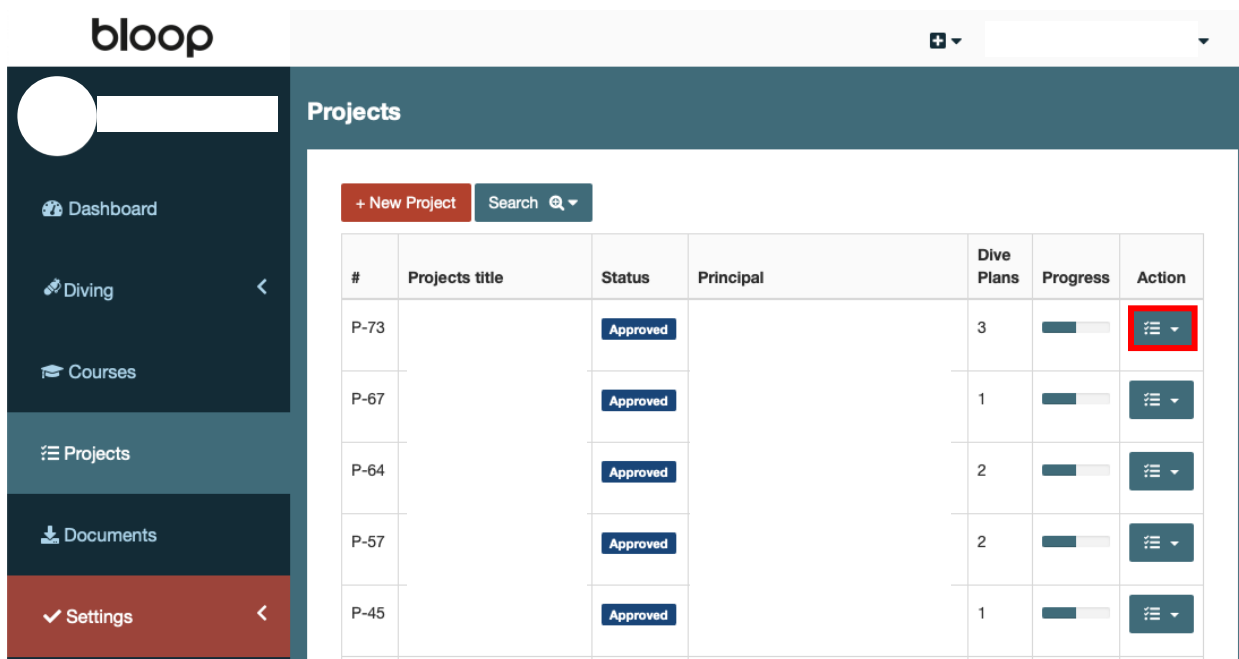Date Last Revised: 03/09/2025

Enter the location information.

Image 32. Projects Page - "Add New Location" pop-up.

Field	Guidance	Example
Location Name	Enter Name of Location	Al Fahal Reef
Area	Select Area which location is situated	-
This location Permits Diving	Can you dive at this location? If so, tick the check box.	-
Max Depth	Enter Maximum achievable depth of Location	40m
Dive Site Specialties	Select applicable specialties required at this Location	Blue Water

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11. Dive / Snorkel Projects

A Bloop Project is a basic overview of a research project, which outlines the general aims and expected activities to be conducted.

Dive / Snorkel Projects:

- Must have an approved Field Safety Plan.
- Cannot exceed 2 years duration but may be eligible for extension.
- Expiry Date cannot exceed the Field Safety Plan Expiry Date.
- Can be "Dive Only"/ "Snorkel Only" or cover combined, related, "Dive and Snorkel" activities.
- Can have many Dive/Snorkel Plans.

From the Sidebar Menu on the User Dashboard, select *"Projects" >> "Projects"* Page.

A list of all Dive Projects that you have created or are associated with can be seen. The project status and associated dive plans can be seen with options to view, edit or clone the plan on the right-hand side. *(Please note: you can only edit a Dive Project that you have submitted).*


Image 33. Projects Page

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Create a Project

From "Projects" Page, choose ` + New Project `. A pop-up window will be displayed.

Image 34. Projects Page - "Define a new Project" pop-up. "Required" Tab

Field	Guidance	Example
Project Title	Enter the name of the project.	"Seagrass Monitoring"
Principal Investigator	If they are a diver in Bloop, enter the name of the PI or the person leading the project. Otherwise, leave blank.	-
Dive Modes	Enter the dive methods planned to be used during the project. You can choose multiple options*.	OC SCUBA, Snorkel
Start / End	Enter the project start and end date. End date cannot exceed Field Safety Plan end date.	DD/MM/YYYY
Max Depth	Enter planned max depth of project. This should be the max depth of the deepest expected dive plan. *(In the project description, define the planned average depth)*.	20m (If snorkel only, set max depth to 3m)
Areas / Locations	This should be the broad area where you plan to conduct dive activities. The specific sites should be defined at the dive log level. **	KAUST Waters, NEOM, Bahamas

If a project will cover diving and snorkeling activities, choose both OC SCUBA and Snorkeling. If the project will cover snorkeling activities only, choose only Snorkeling.
**Instructions on how to add an Area\Location.

Classification: Internal

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Image 35. Projects Page - "Define a new Project" pop-up. "Additional" Tab

Field	Guidance	Example
+ Diver	Add all divers/snorkelers that will be involved this project. Select qualified Lead Diver(s) * or, for Snorkel Only projects, the Lead Snorkeler.	Note, with reasonable limits, all possible divers/snorkelers should be included at project level. Associated plans will be task, date and diver specific.
Dives Planned	*Estimated* number of dives/snorkel sessions required for the duration of the project.	100
Tags	Enter a few tags that categorize your project / planned activities	CAU Deployment, Coral Survey, Photogrammetry
Other Personnel	If a Bloop listed Diver/Snorkeler may be present but will not dive/snorkel list them here. Otherwise leave blank.	-
Objective	A short description of the project objective. ID number of the Field Safety Plan (FSP), and if applicable IACUC and IBEC approvals, must be included here.	Conduct Benthic Surveys to understand…… Sample Coral Colonies to identify…. Routine sensor deployment as part of long-term monitoring in XXX area.

*A lead diver is responsible for the overall dive safety when executing a dive plan under a dive project. They should be trained and experienced in the techniques being used. More information in the Dive Safety Manual (Appendix 2A, Page 66).

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Image 36. Projects Page - "Define a new Project" pop-up. "General" Tab

Field	Guidance	Example
Full Description	Expanded description of the objective. Detail **all** work planned and intended techniques to achieve objective.	**Task Summary** - Deployment and Retrieval of Tide Sensors - Benthic Survey of each location - Collect water samples at each location A rotational team of 8 divers to renew sensors and survey surrounding environment across 15 different locations in the NEOM area. Depths range from 5 – 30m, with the majority in the 10-20m range. Note, *all* possible work should be included at project level. Associated plans will be task, date and diver specific. (e.g., a project may have 3 tasks but each task is then addressed by a different dive plan)
General Considerations	At a high level, identify key tools/equipment to be used, task specific risks and mitigations.	We will be deploying XXX sensor and frame to the seabed, using electric drills to create fixing points in identified suitable location. The frame is large and heavy so will require multiple divers, boat winch and lift bags to deploy and position. Electric Drills, Winches and Lift Bags will require proper maintenance and training in order to be used safely. Specifics of training and mitigations will be given at plan level.

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Dive / Snorkel Plans
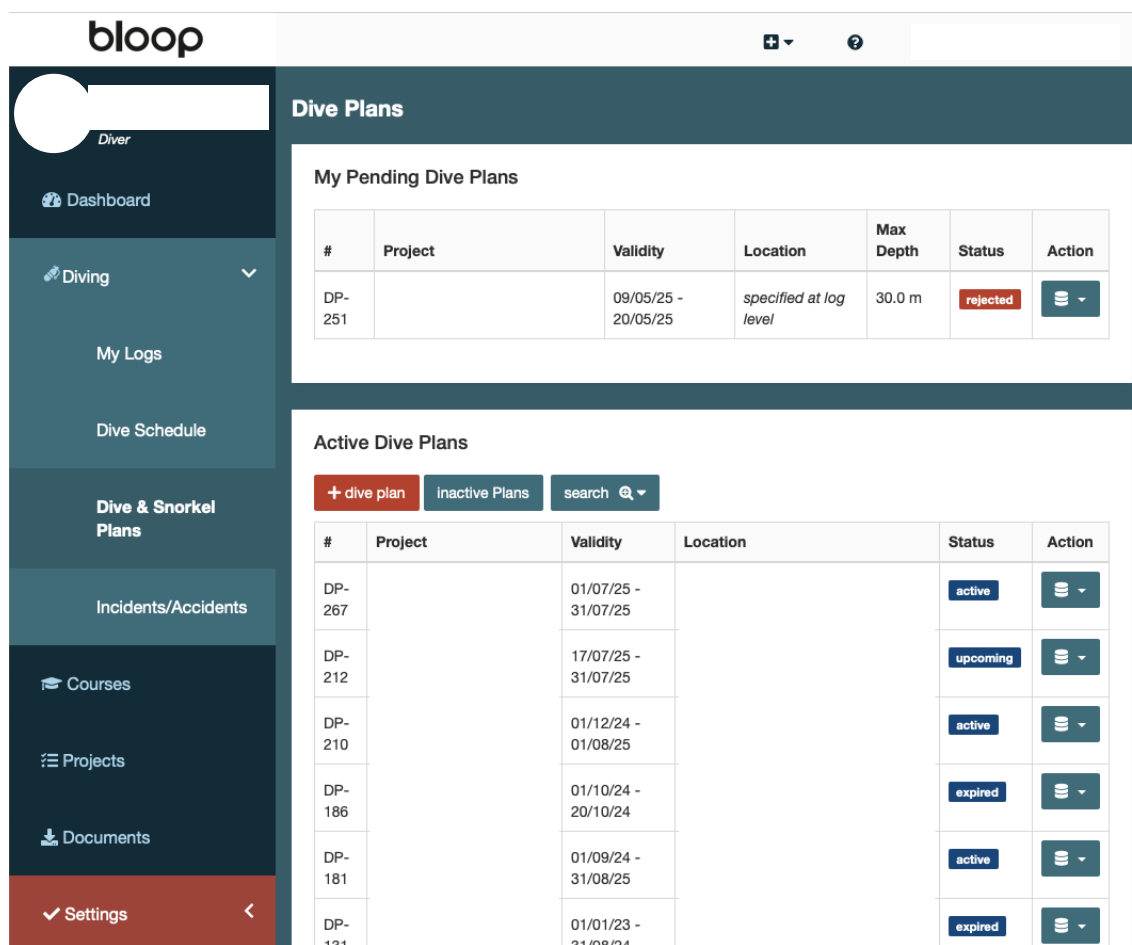
A Bloop Plan is a detailed submission, under an existing Project, which specifies a planned task, the people who will be involved, methods, tools/equipment, a risk assessment of the associated hazards and their mitigations and an Emergency Action Plan.

Dive / Snorkel Plans:

- Must have an approved Dive/Snorkel Project.
- Expiry Date cannot exceed the Dive/Snorkel Project Expiry Date.
- Can be "Dive Only"/ "Snorkel Only" or cover combined, related, "Dive and Snorkel" activities.

From the Sidebar Menu on the User Dashboard, select *"Diving" >> "Dive Plans"* Page.

A list of all pending dive/snorkel plans that you have created can be seen, followed by all dive/snorkel plans that you are associated with (Active, Upcoming and Expired). The project status and associated dive plans can be seen with options to view, edit or clone 🗄️ the plan on the right-hand side. *(Please note, you can only edit a Dive Project that you have submitted).*

Image 37. Dive Plans Page

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Create a Dive Plan

From "Dive Plans" Page, under *"Active Dive Plans",* choose + Dive Plan . A pop-up window will be displayed.

Choose which project the dive plan will be associated with. You can only see and choose a project that you are associated with.

Image 38. Dive Plans Page - "Create a New Dive Plan" pop-up. "Select a Project"

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Image 39. Dive Plans Page - "Create a New Dive Plan" pop-up. "Mandatory Fields" Tab

Field	Guidance	Example
Area	Select area of activity, defined at project level.	KAUST
Dive Site	Enter specific site within selected area which activity will occur.	King Abdullah Monument
Divers	Select "Named Divers Only".	-
Days of Diving Planned	Select period of diving required for task.	
Valid From	Enter Start Date.	DD/MM/YYYY
Valid Until	Enter End Date.	DD/MM/YYYY
Breathing Gas	Select breathing gas to be used.	Air, Nitrox
Diving Purpose	Enter the nature of the activity. Are the dives scientific or for other purposes? i.e., training.	Scientific, Proficiency
Dive Mode	What techniques will be used to complete the task?	OC SCUBA, Snorkel*
Max Depth	Enter planned max depth of dive. **(If multilevel dives, in the plan description, define the expected average depth)**.	12m ***Max Depth cannot exceed Project Max Depth.***
Bottom Time	Total bottom time of dive.	60mins
Specialties	If applicable, select specific techniques to be used.	Ice/Polar Diving

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Image 40. Dive Plans Page - "Create a New Dive Plan" pop-up. "Divers/Gas" Tab

This tab lists all divers named at project level. Remove any divers who will **not** be diving for this plan.

Field	Guidance	Example
Lead Diver	Select who will be the nominated Lead Diver.	**Lead Diver must be authorized.**
Dive Mode	Select whether diving or snorkeling.	-

Buddy/Team	Select either:
	   - Named Dive Buddy
	   - Buddy Team
	
	If buddy pairs are likely to change over the plan duration, select teams rather than specific buddies.
		-

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Image 41. Dive Plans Page - "Create a New Dive Plan" pop-up. "Emergency" Tab

Field	Guidance	Example
Emergency Action Plan	See EAP Quick Guide.	-
Nearest Medical Facility*	Enter Nearest Medical Facility. *(For KAUST, it is KAUST Health)*	KAUST Health
Nearest Recompression Facility	Enter Nearest Hyperbaric Chamber. *(For KAUST, it is DSFH)*	NEOM Hospital **The chamber <u>must</u> be in the DAN network**
Nearest Airport/MedEvac	Enter Nearest Airport or Medical Evacuation Point. *(For KAUST, it is KAUST Clinic HeliPad)*	NEOM Bay Airport/Heliport
Nearest Dock/Marina*	Enter Nearest Dock/Marina *(For KAUST, it is CMR)*	Yanbu Marina
Emergency Contact	Enter local emergency contact *(For KAUST, it is KAUST 911)*	NEOM Emergency Line
Emergency Phone	Enter local emergency number *(For KAUST, it is KAUST 911)*	012-808 0911

*If planning for a cruise with a large activity area, choose Marina most likely to be used for evacuation and nearest medical facility to that marina. Ultimately, the Coast Guard and Emergency Services will guide this in an emergency situation.

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Image 42. Dive Plans Page - "Create a New Dive Plan" pop-up. "Description" Tab

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Field	Guidance	Example
Activity Description	See Dive Planning Quick Guide.	-
Tools or Specialized Equipment Needed	In addition to basic diving equipment, enter any equipment or tools required to conduct the task.	Hammer, Chisel, Mesh Bags, Underwater Drill, Sand Anchors, Lift Bags etc.
Hazardous Conditions Anticipated	See Hazardous Conditions Quick Guide.	-
Items to be Left at Dive Site	State what, if any, items will remain at the dive site.	Transects, Quadrat, Sensors etc.
Water Type/Salinity	Select what type of water you will be diving in.	Salt Water
Entry Type	Select how you will access the dive site.	Boat, Shore etc.
Tags	Enter a few tags that categorize your plan / planned activities.	CAU Deployment, Coral Survey, Photogrammetry
Decompression Planning	How have you planned your dives?	Tables
Will there be flying after diving?	Enter whether you need to fly soon after diving. *Refer to Dive Safety Manual for guidance.*	-
Document Upload	Upload any supporting documentation.	Risk Assessment, Dive Planning, Working procedures etc.

Create a Snorkel Plan

From "Dive Plans" Page, under *"Active Snorkel Plans",* choose + Snorkel Plan . A pop-up window will be displayed.

Active Snorkel Plans

[+ snorkel plan] [inactive Plans] [search Q ▾]

Choose which project the snorkel plan will be associated with. You can only see and choose a project that you are associated with.

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Image 43. Dive Plans Page - "Create a New Snorkel Plan" pop-up. "Select a Project".

Image 44. Dive Plans Page - "Create a New Snorkel Plan" pop-up. "Mandatory Fields" Tab.

Field	Guidance	Example
Area	Select area of activity, defined at project level.	KAUST
Dive Site	Enter specific site within selected area which activity will occur.	King Abdullah Monument
Snorkelers	Select "Named Snorkelers Only".	-
Days of Activity Planned	Select period of snorkeling required for task.	
Valid From	Enter Start Date.	DD/MM/YYYY
Valid Until	Enter End Date.	DD/MM/YYYY
Diving Purpose	Enter the nature of the activity. Are the snorkels scientific or for other purposes? i.e., training.	Scientific, Proficiency

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Image 45. Dive Plans Page - "Create a New Snorkel Plan" pop-up. "Snorkelers" Tab.

Field	Guidance	Example
Lead Snorkeler	Select who will be the nominated Lead Snorkeler.	-
Buddy/Team	Select either: - Named Snorkel Buddy - Buddy Team *If buddy pairs are likely to change over the plan duration, select teams rather than specific buddies.*	-

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Image 46. Dive Plans Page - "Create a New Snorkel Plan" pop-up. "Emergency" Tab.

Field	Guidance	Example
Emergency Action Plan	See EAP Quick Guide	-
Nearest Medical Facility*	Enter Nearest Medical Facility. *(For KAUST, it is KAUST Health)*	KAUST Health
Nearest Recompression Facility	Enter Nearest Hyperbaric Chamber. *(For KAUST, it is DSFH)*	NEOM Hospital **The chamber must be in the DAN network**
Nearest Airport/MedEvac	Enter Nearest Airport or Medical Evacuation Point. *(For KAUST, it is KAUST Clinic HeliPad)*	NEOM Bay Airport/Heliport
Nearest Dock/Marina*	Enter Nearest Dock/Marina *(For KAUST, it is CMR)*	Yanbu Marina
Emergency Contact	Enter local emergency contact *(For KAUST, it is KAUST 911)*	NEOM Emergency Line
Emergency Phone	Enter local emergency number *(For KAUST, it is KAUST 911)*	012-808 0911

*If planning for a cruise with a large activity area, choose Marina most likely to be used for evacuation and nearest medical facility to that marina. Ultimately, the Coast Guard and Emergency Services will guide this in an emergency situation.

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Image 47. Dive Plans Page - "Create a New Snorkel Plan" pop-up. "Description" Tab.

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Field	Guidance	Example
Activity Description	See Snorkel Planning Quick Guide	-
Tools or Specialized Equipment Needed	In addition to basic snorkeling equipment, enter any equipment or tools required to conduct the task.	Camera, Slates, Brushes etc.
Hazardous Conditions Anticipated	See Hazardous Conditions Quick Guide	-
Items to be Left at Dive Site	State what, if any, items will remain at the snorkel site.	Transects, Quadrat, Sensors etc.
Water Type/Salinity	Select what type of water you will be snorkeling in.	Salt Water
Entry Type	Select how you will access the snorkel site.	Boat, Shore etc.
Tags	Enter a few tags that categorize your plan / planned activities.	Surveys, Photography, Collections etc.
Decompression Planning	Not Needed for Snorkeling.	-
Will there be flying after diving?	Enter whether you need to fly soon after activities. *Refer to Dive Safety Manual for guidance.*	-
Document Upload	Upload any supporting documentation.	Risk Assessment, Planning, Working procedures etc.

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12. Dive / Snorkel Schedule

Once a Project and Plan is created and approved, the team is cleared to dive/snorkel. Each dive/snorkel should be scheduled prior to the day's activities, preferably at least one day before but it must be done before activities begin. This can be done by **any** diver/snorkeler on the associated plan.

Scheduling does **not** require DSO approval; it is a notification of activity.

From the Sidebar Menu on the User Dashboard, select *"Diving" >> "Dive Schedule"* Page. This page displays your dive/snorkel schedule (all activities scheduled for which you are a listed diver or snorkeler). From here you can schedule or edit a dive/snorkel or log a dive/snorkel to a scheduled activity.

Image 48. "Scheduled Dives" page.

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Schedule a Dive/Snorkel

From "Scheduled Dives" Page, choose + Schedule Dive . A pop-up window will be displayed.

Choose which plan the dive will be associated with. You can only see plans where you are a listed diver/snorkeler.

Image 49. "Schedule a Dive" pop-up. "Select a dive plan".

Enter the future date of the activity and estimated start time.

Add / Remove divers/snorkelers that are on the approved plan so that only those involved in the scheduled activity are listed. Choose who will act at the Lead Diver /Snorkeler and assign buddy pairs or teams.

Image 50. "Scheduled Dives" page - "Schedule a Dive" pop-up. "Select Divers/Snorkelers".

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Edit a Scheduled Dive/Snorkel

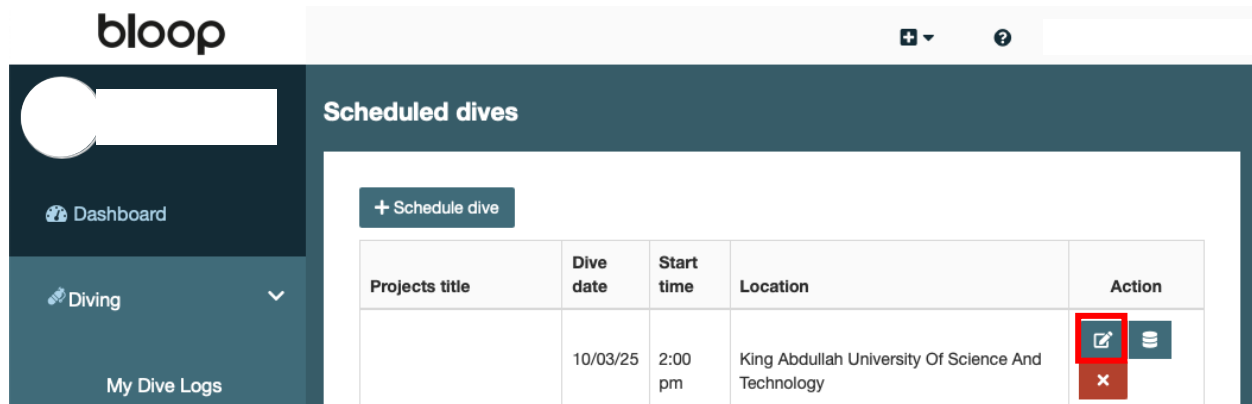From "Scheduled Dives" Page, click the [icon] icon on the right-hand side. A pop-up window will be displayed.

Image 51. "Scheduled Dives" Page.

Edit the date and estimated start time, add/remove divers/snorkelers, change who will act at the Lead Diver/Snorkeler and assign buddy pairs or teams.

Image 52. "Scheduled Dives" page - "Edit Dive Schedule" pop-up.

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Log a Scheduled Dive / Snorkel

You can also log dives/snorkels via the *"Scheduled Dives"* page.

From "Scheduled Dives" Page, you will see a list of scheduled activities that you have created or you have been assigned to by another user. Locate the dive/snorkel you wish to log, click the [icon] icon on the right-hand side. A pop-up window will be displayed.

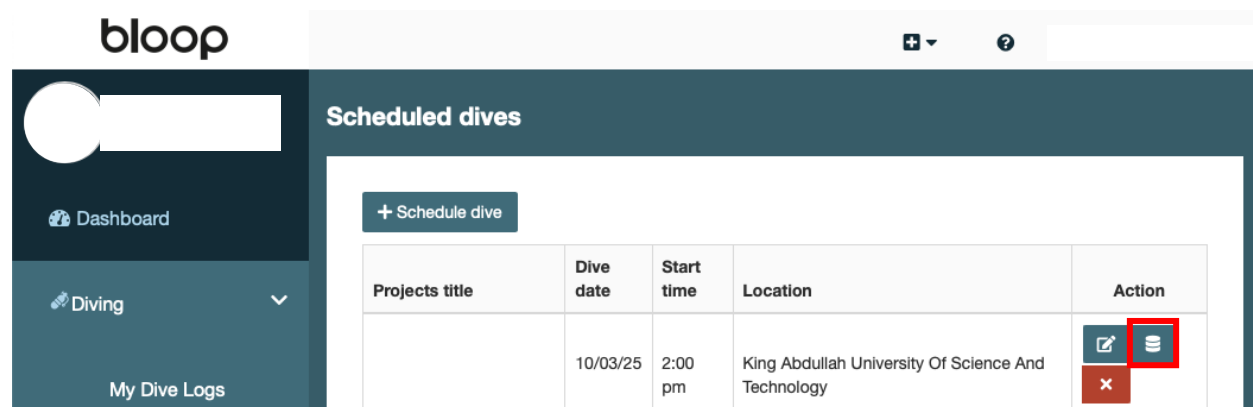Follow instructions to log a dive as normal.

Image 53. "Scheduled Dives" page - "Scheduled Dive" Page.

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13. Logging Dive/Snorkeling Activities

From the Sidebar Menu on the User Dashboard, select *"Diving" >> "My Dive Logs"*.

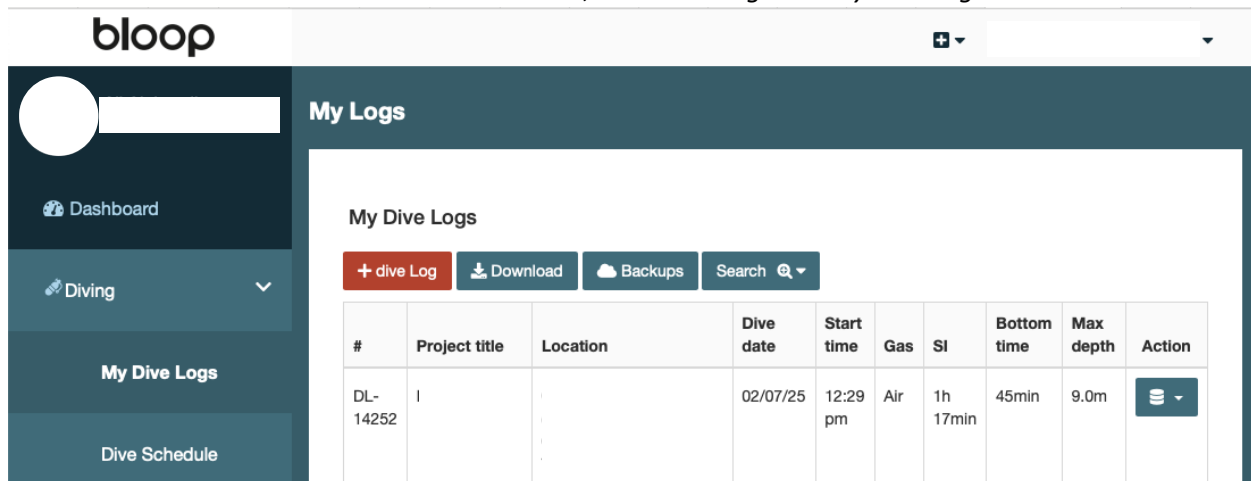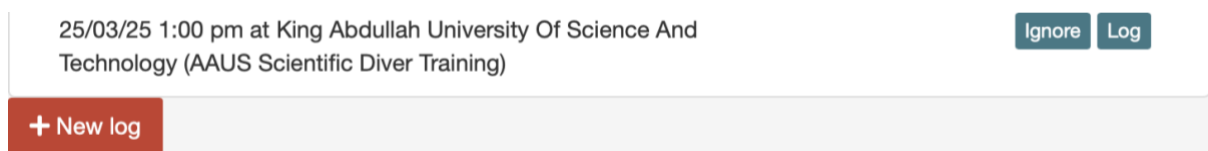*Image 54. "My Logs" Page.*

From "*My Logs*" page, choose + Dive Log or + Snorkel Log >> A pop-up window will be displayed.

If another user has logged a dive/snorkel with you as a buddy or other person, you will be prompted and asked if you wish to log that dive. You can choose to ignore or log the dive, or create + New Log

If co-logging a log submitted by another user, continue to page 53. Else, if creating a new log, you will be prompted to choose which project the dive/snorkel was conducted under. The log will be assigned to that dive project. A Pop-up window will be displayed to select which dive/snorkel plan, associated with that project, to log against.

Expired plans can be found by clicking the "*Show Completed Dive Plans"* at the bottom of the window.
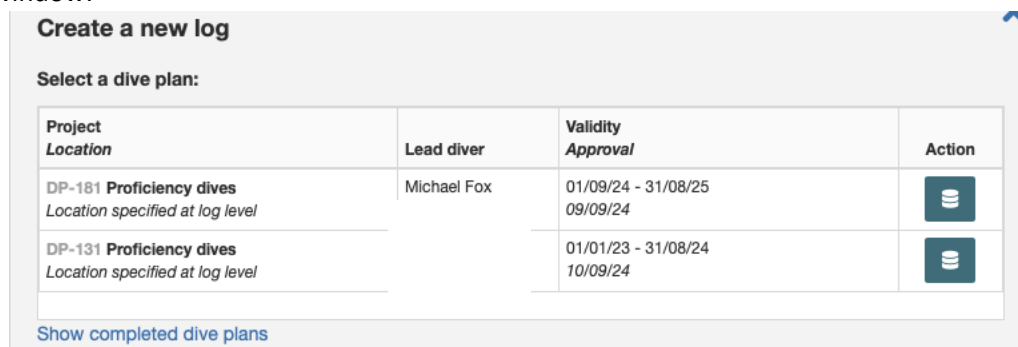

Image 55. "My Logs" Page - "Create a New Log" Pop-Up

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After selecting a plan, a pop-up window will be displayed where you can enter the details of the dive/snorkel. Fill out and submit.

Image 56. "My Logs" Page - "Create a New Log" Pop-Up. "Mandatory Fields" Tab.

Field	Guidance	Example
Date	Enter Date of Dive	DD/MM/YYYY
Start Time	Enter the time your dive started	HH/MM
Bottom Time	Enter the total time of dive	23 Minutes
Breathing Gas	Fixed at Dive Plan	-
Max Depth	Enter recorded max depth of dive	25.2m
Decompression Planning	Enter your planning method	Dive Computer, Tables
Dive Mode	Choose technique used	OC SCUBA, Snorkel (if applicable)
Surface Interval	How long ago was your last dive?	62 Minutes (Or if greater than 24 hours, select the tick box)

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Image 57. "My Logs" Page - "Create a New Log" Pop-Up. "Additional Info" Tab.

Field	Guidance	Example
Area	Fixed at Dive Plan	-
Dive Site	Fixed at Dive Plan	-
Diving Purpose	Fixed at Dive Plan	-
Other Divers	*Remove divers that weren't preset for this dive.*	-
Dive Buddy	Select your dive buddy	-
Visibility	Enter how far you could see underwater	20m
Temperature	Enter the water temperature	26°c

Note, if co-logging a dive submitted by another user and the plan has multiple dive sites, the dive site selected is automatically the first in the list, NOT the actual dive site logged by the other user. Ensure to check that the location is correct.

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Image 58. "My Logs" Page - "Create a New Log" Pop-Up. "Notes" Tab.

Field	Guidance	Example
Your Notes	Note brief details about the what happened, what you saw, anything unusual happen?	Tagged corals along reef wall, uneventful dive, potential area for return spotted. Lost dive knife, need to check it is secure next time during buddy check.
Surface Conditions	What was the weather above the water? (on the boat or shore).	Calm
Underwater Conditions	What were the underwater conditions like? (visibility, swell, current etc.)	Moderate
Water Type	What water did you dive in?	Salt
Entry Type	How did you get to the dive site	Boat, Shore etc.

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14. **References**

> BLOOP - https://kaust-scidive.bloop-web.com/
>
> KAUST Dive Safety Manual - https://researchcompliance.kaust.edu.sa/dcb/guidelines.html
>
> Field Safety Plan - https://hse.kaust.edu.sa/safety/field-safety
>
> Research Compliance - https://researchcompliance.kaust.edu.sa
>
> IACUC - https://researchcompliance.kaust.edu.sa/IACUC/about.html
>
> IBEC - https://researchcompliance.kaust.edu.sa/IBEC/about.html
>
> CMR Booking Portal - link

15. **Help**

> Questions about this document? Contact KAUST.DSP@kaust.edu.sa