

# Completing the Annual Equipment Service Record

## INSTRUCTIONS

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.

- *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 manufacturer's specifications. The rest of the columns should be completed and "yes" under rebuild should be ticked.
- *New Equipment Test Only*: Each column should be completed and "no" under rebuild should be ticked.

In the third section, all of the appropriate boxes should be ticked off.

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.

## RECOMMENDED SHOPS

The following shops can service and perform bench tests on regulators and BCs, and service computers

### East Coast Divers | <https://ecdivers.com/gear-service/>

213 Boylston St, Brookline, MA 02445; Phone: 617-277-2216

Brands: Most brands except SCUBAPro, Cressi, and Dacor

Costs: Regulators \$35/stage plus parts; BC \$40 plus parts. Additional charges of \$10 per stage to meet manufacturer specification and additional fees for forms are charged for BU.

### MASS Diving, Inc. | <http://www.massdiving.com/service.html>

247 West Central Street, Natick, MA 01760; Phone: 508-651-0698

Brands: SCUBAPro, Aqualung, Sherwood, Genesis, Apeks

Costs: Regulators \$30/stage plus parts; BC \$40+ plus parts

### United Divers, Inc. | <https://www.uniteddivers.com/repair>

59 Washington St. Somerville, MA 02143; Phone: 617-666-0410

Brands: Aqualung, Apeks, Atomic, OTS, Sherwood, Zeagle, Poseidon

Costs: Regulators \$33/stage plus parts

Dive Safety Officer  
BU Environmental Health and Safety  
[divesafe@bu.edu](mailto:divesafe@bu.edu)





**AMERICAN ACADEMY OF UNDERWATER SCIENCES REQUIRED ANNUAL EQUIPMENT SERVICE RECORD \***

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		

REGULATOR SET	INCOMING	MANUFACTURER SPECS	OUTGOING	REBUILD	
REGULATOR 1ST STAGE	I.P.	I.P.	I.P.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
REGULATOR 2ND STAGE	INHALE	INHALE	INHALE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
OCTOPUS	INHALE	INHALE	INHALE	YES <input type="checkbox"/>	NO <input 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"/>	LT: P <input type="checkbox"/> F <input type="checkbox"/>	REPAIR: Y <input type="checkbox"/> N <input type="checkbox"/>	REBUILD: Y <input type="checkbox"/> N <input 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: Y <input type="checkbox"/> N <input type="checkbox"/>	REBUILD: Y <input type="checkbox"/> N <input type="checkbox"/>
SPG	WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>				REPLACE SPOOL: Y <input type="checkbox"/> N <input type="checkbox"/>	REPLACE O-RING: Y <input type="checkbox"/> N <input type="checkbox"/>
DEPTH GAUGE	WATER TEST: P <input type="checkbox"/> F <input type="checkbox"/>				REPAIR: Y <input type="checkbox"/> N <input type="checkbox"/>	REPLACE: Y <input type="checkbox"/> N <input type="checkbox"/>
COMPUTER	SERVICE: Y <input type="checkbox"/> N <input type="checkbox"/>				REPLACE BATTERY: Y <input type="checkbox"/> N <input type="checkbox"/>	NEW COMPUTER: Y <input type="checkbox"/> N <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: Y <input type="checkbox"/> N <input type="checkbox"/>	REPLACE LP: Y <input type="checkbox"/> N <input type="checkbox"/>

BCD = Buoyancy Compensation Device      WT = Water Test      E/IV = Exhaust & Inlet Valves Test  
 SPG = Submersible Pressure Gauge      FT = Function Test  
 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 Narineh Nazarian at narineh@bu.edu or 617-353-5701.

**NOTES**

**\* PLEASE NOTE: BU/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. All new gear must be bench-tested prior to use**