

**APPLICATION FOR CROSSOVER TO
ADAS OFFSHORE DIVING SUPERVISOR CERTIFICATION**

Overview of the Australian Diver Accreditation Scheme

The Australian Diver Accreditation Scheme (ADAS) is the Australian national occupational diver certification scheme. It is a not-for-profit diver training and accreditation scheme developed by the Australian Government and administered by the ADAS Board Incorporated under a Memorandum of Understanding with the Commonwealth Department of Resources, Energy and Tourism (RET) on a cost-recovery basis.

ADAS offers certification to divers and others who can establish that they have been assessed by an ADAS Diver Training Establishment as meeting the competency requirements of the relevant ADAS /AS 2815 Part(s). This certification is only valid whilst diving operations are being undertaken in accordance with relevant legislation and operational standards and for a diver, whilst in possession of a current AS 2299 medical certificate certifying him or her fit to dive.

Reciprocal Recognition arrangements are available with governments and organisations of certain countries for occupational diving and diving-related qualifications. ADAS therefore automatically recognises the qualifications awarded by these countries or organisations and issues the equivalent ADAS certification on application. The ADAS qualifications are likewise recognised by these countries and organisations. Such reciprocal recognition agreements are at present with the UK (HSE), Canada (DCBC), France (INPP), Norway (PSA), Netherlands (NDC), South Africa (DOL) and IMCA. Supervisor recognition agreements are in place with IMCA, Canada and the Netherlands.

ADAS certification is a mandatory requirement for all persons wishing to work as divers and/or supervisors in the Australian offshore petroleum and minerals mining industries. In some States, ADAS certification supplies proof of compliance with AS/NZS 2299.1:1999, which is required by regulations for construction diving. In other areas, certification under ADAS is not mandatory. However, the rigorous quality-controlled nature of ADAS certification offers certainty to an employer of divers and provides a guaranteed way of meeting their legislated and common law duty-of-care requirements to ensure that employees are properly trained and experienced to safely carry out the work that they are employed to perform.

In particular, ADAS accredits diver training establishments (ATE's) to conduct the training and competence assessments of divers to the levels of the various parts and to recommend their certification under the Scheme. Accreditation as an ADAS ATE is conditional upon meeting demanding entry requirements and thereafter maintaining compliance with rigorous ongoing quality assurance conditions.

ADAS training programs are designed specifically to conform to the requirements for the Australian Standard AS 2815 – *Training and Certification of Occupational Divers*. This Standard was developed by the SF/17 Diving Committee of Standards Australia in conjunction with ADAS and overseas diver training authorities, expressly to define the minimum acceptable competency standards for the various levels of occupational divers.

ADAS has obtained official recognition of its courses under the Australian Qualifications Framework up to Advanced Diploma level. ADAS is a Registered Training Organisation with approval to issue nationally recognised qualifications.

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To apply for ADAS Offshore Diving Supervisor certification, you must:

- Complete all sections (A, B, C, and D) of the enclosed application form including the declaration on the last page;
- Provide a high quality copy of your Offshore Supervisor certification (front and back); Please note that at present ADAS only recognises supervisor certifications from IMCA, Canada (DCBC) and the Netherlands (NDC).
- Provide copies of your supervisor logbook showing evidence that you have undertaken a minimum of 20 occupational offshore supervisions within the previous 24 months. These logs must show the name and signature of the diving contractor.
- Provide copies of your First Aid qualifications.

In order to be compliant with Australian national requirements, occupational divers and supervisors must hold current First Aid; Oxygen Management; and CPR qualifications. Once certified as an ADAS diver or supervisor, it is your responsibility to maintain the currency of these qualifications. You must recertify your First Aid qualification every three (3) years, and must refresh your CPR and Oxygen Management skills every twelve (12) months. CPR and Oxygen Management refreshment can be undertaken with any doctor; First Aid instructor; or Rig Medic.

Alternatively, if you hold a current Diver Medical Technician (DMT) qualification, this can be used in place of your First Aid qualification, but your CPR and Oxygen Management must have been refreshed in the last 12 months.

- Provide a high quality copy of the Photo and Identity page of your passport.
If you do not possess a passport, provide one of the following forms of photo ID:
 - Driver's Licence with photo identification
 - National Identification Card
 - Letter on company letterhead, signed by a senior company representative, verifying that the name and images in the attached photographs are those of the applicant.
- Provide 2 current COLOUR passport style photographs.
Please do NOT staple through the image area of the photograph. Ensure your picture is sharp and in focus and has been taken against a light, neutral background. Please avoid a heavy or dark background colour.
Alternatively you may email a JPEG digital head and shoulders image to ADAS.
- Include the appropriate fee in Australian dollars. You may pay by credit card (Visa or MasterCard); EFT; Money Order; or Cheque (made payable to 'ADAS') (see Part C for details).

- **Post your application to:**
ADAS
526 Duncan Rd
Dunoon NSW 2480 Australia

Contact details for ADAS are:

Email: admin@adas.org.au Web: www.adas.org.au
Phone: (+61) (0) 2 6689 5656 Fax: (+61) (0) 2 6689 5657

To assist with ongoing communication, please ensure that you provide ADAS with your email address and mobile phone number and advise ADAS of any change in address or contact details.

Please Note:

- ADAS licences remain current for 5 years, unless otherwise stated. After that time, licence holders must apply for renewal of their certification based on demonstration (by log book evidence or equivalent) that they have remained competent at the level for which they are applying.
- The ADAS licence is only valid when the licence holder concerned is complying with the requirements of the relevant state, territory or national legislation, codes or standards concerning the conduct of diving operations.
- **Attached are the conditions for maintaining ADAS certification.** Please ensure that you read the document which details your responsibilities as an ADAS licence holder and the conditions upon which your certification is dependant.

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PART A - PERSONAL DETAILS

Family Name _____
 Given Names _____
 Date of Birth ____ / ____ / ____ Nationality _____
 Permanent Address _____

 Suburb/City _____ State _____
 Postcode/Zip _____ Country _____
 Telephone – Home () _____ Business () _____
 Mobile _____ Fax () _____
 Email address _____

| | |
|--------------------------------------|---------------------------|
| <u>ADAS Internal Use Only</u> | |
| ADAS Number: | _____ |
| Offshore Sup | AIR BELL |
| Approved | Y / N |
| Amount \$ | _____ |
| Paid by | CC / MO / CHQ / EFT / ATE |
| Invoice Number | _____ |
| Date Processed | _____ |
| Date Sent | _____ |
| Comments | _____ |

Address to which card should be sent (if different to above) _____

 _____ Country _____

| |
|---|
| <p><u>ADAS USE ONLY</u> PASTE PHOTOGRAPH OF APPLICANT HERE</p> |
|---|

PART B - APPLICATION DETAILS

- Offshore Supervisor certificate currently held: _____
- Certificate Number: _____ Date of expiry if applicable: _____
- Details of current First Aid or DMT qualification held:
 _____ Issue date ____ / ____ /20 ____
- Details of Oxygen Management and CPR qualifications held:
 _____ Issue date ____ / ____ /20 ____

NB: Oxygen Management and CPR are to be issued within the previous twelve (12) months of application date.

If Oxygen Management and CPR qualifications are not held, please attach a *Letter of Confirmation* stating you have undertaken a *Current Proficiency Assessment*. This assessment can be performed by any competent person including: a Doctor; a Rig Medic; or a First Aid instructor. The *Letter of Confirmation* is to be signed by the assessor and written on letterhead paper. Please contact ADAS for assessment guidelines if required.

| Certification applying for: | Please tick certification for which you are applying: | ✓ | Cost per Certification |
|-----------------------------|---|---|------------------------|
| Offshore Supervisor | AIR | | \$ 450 AUD |
| | BELL | | \$ 450 AUD |
| TOTAL | | | \$ |

Please attach to this form any additional documentation/information provided in support of your application, including copies of your logbook showing 20 offshore supervisions undertaken within the previous 24 months.

PART C - PAYMENT DETAILS

| | | |
|---|---|--|
| ✓ | Please indicate what method of payment you are using. | |
| | <u>Cheque, draft or international bank cheque</u> | Please attach cheque, draft or international bank cheque. |
| | <u>Credit Card</u> NOTE: Visa or MasterCard only | Card number: _____ Date of expiry: ____ / ____ Name on card: _____ |
| | <u>EFT Transfer:</u> Account Name: ADAS Bank: National Australia Bank BSB: 082 707 Account No: 55764 9982 Swift code: NATAAU3302S Physical Address of Bank: 138 Molesworth Street, Lismore NSW 2480 AUSTRALIA | To help us identify your payment, please quote your ADAS Certificate Number & Name in the <i>Transaction Description</i> area of your internet banking webpage when doing an electronic transfer into the ADAS account. Date of transfer: _____ Reference number: _____ |

Note: ADAS has policies for declined credit cards/dishonoured cheques. Declined credit cards will incur a fee of \$10. In the case of dishonoured cheques, an automatic fee of \$15 will be charged to recover the fee charged by our bank and office time in handling the issue

PART D - DECLARATION OF APPLICANT

I, (Name of Applicant) _____, of

(Address of applicant), _____

do solemnly and sincerely declare that the photographs are true and current images of myself, the applicant, and that all documents and information provided are specific to myself, and are true and correct. I understand and agree to abide by the conditions set out in the attached document “Conditions of ADAS Certification”.

I have read and understood the material provided by ADAS outlining the occupational health and safety provisions relating to Australia (attached) and the legislated responsibilities applied to supervisors by the *Offshore Petroleum (Submerged Lands)(Diving Safety) Regulations 2002* and associated Guidelines (see www.adas.org.au; Information for Divers; Offshore Legislation Module). I understand that the information is for guidance only and may not be current. I acknowledge that it is my personal responsibility to ensure that I am aware of and abide by all applicable legislation.

I understand that in making this application for ADAS certification, I am certifying that I am current in the practical and theoretical skills and knowledge relevant to my level of ADAS certification as identified in the ADAS Offshore Diving Supervisor Scheme Minimum Requirements for Certification.

I also understand that I may be required to demonstrate to ADAS by the provision of log book and other relevant equivalent evidence how those relevant skills and knowledge have been maintained.

(Signature of applicant) _____

Please complete this checklist to ensure that all requirements are completed

| Required | Please tick ✓ |
|---|--------------------------|
| Completed application (Parts A, B, C, and D) | <input type="checkbox"/> |
| High quality passport photos of applicant | <input type="checkbox"/> |
| High quality copies of Photo and Identity page of passport, or acceptable alternative | <input type="checkbox"/> |
| High quality copies of front/back page of Offshore Supervisor certification being crossed over from | <input type="checkbox"/> |
| Copies of logbook showing 20 offshore supervisions undertaken within the previous 24 months | <input type="checkbox"/> |
| High quality copies of First Aid or DMT certification | <input type="checkbox"/> |
| Oxygen Management; and CPR qualifications OR <i>Letter of Confirmation</i> | <input type="checkbox"/> |
| Payment in Australian dollars | <input type="checkbox"/> |

Once you are sure you have completed the application, return it **by post** to:

ADAS
526 Duncan Road
Dunoon, NSW, 2480
Australia

An ADAS processing officer will contact you once the application is received. The processing officer will also contact the diving body you are currently certified with to gain verification of your certification. Once verification is received, you will be asked to sit an Australian Legislation exam. This exam may be open book if you have passed the relevant legislation module in your original certification; or closed book if you have not passed this module. Details will be provided by the ADAS officer processing your application.

THE FOLLOWING PAGES ARE TO BE RETAINED BY THE APPLICANT

Conditions of ADAS Certification

ADAS certification is awarded to persons who demonstrate that they meet the competencies detailed in the relevant ADAS Competence Standard. ADAS certification brings with it a number of responsibilities. The following provisions are based on the recognition that ADAS certification is conditional upon the accredited person operating safely and sensibly within the law at all times, or where there is no specific legislation, in compliance with recognised standards and/or codes of practice. These measures are designed to ensure that the present high level of professional standing of ADAS and ADAS Certificate holders is maintained.

Basis of Certification

- ADAS certification is awarded on the basis that the holder of certification must operate in compliance with relevant legislation and/or standards. **Certification may be suspended or cancelled if holders of certification are proved to be operating unsafely or illegally.**
- ADAS Certificates of Competency are only valid for diving if divers are certified “medically fit to dive” in accordance with AS/NZS 2299.1 (1999) or approved international equivalent and are in possession of an Occupational Diving Medical Certificate issued by a medical practitioner trained in underwater medicine by an organisation acceptable to ADAS. This condition does not apply to ADAS certification for Diving Supervisors, Life Support Supervisors, Life Support Technicians, etc, when those persons are not required to dive.
- Certification, other than Diver Medical Technician which is for 3 years, is for five years from date of issue. After that time, persons must apply for renewal of their certification based on demonstration of continued proficiency at the level of competency for which they are certified.
- Certification will be renewed on the basis of the applicant certifying that he/she has retained their operating competency over the previous period of certification. Applicants must be able to establish on request by ADAS (eg, by log book and/or similar evidence demonstrating current practice in diving and/or other relevant activities) how the relevant skills and knowledge identified by ADAS in the relevant ADAS Competence Standard have been maintained.
 - **As a minimum, this will generally be held to be the undertaking or supervision of 20 dives within the 24 month period prior to renewal.**
 - **Acceptable alternatives could be a course of training at a higher level of proficiency, a letter of verification by an appropriately qualified ADAS Supervisor attesting that the applicant continues to possess the required level of competency or a refresher course at an appropriately accredited training establishment. Applicants who cannot fulfil any of these criteria should contact ADAS to discuss their situation prior to applying for renewal.**

ADAS will conduct random audits of applicants requiring such verification.

- Inability to satisfactorily demonstrate such competency will result in the applicant being required to undertake an approved form of currency updating or, failing this, to surrender his/her Certificate of Competency (see below). Applications are reminded that making a false Statutory Declaration is an offence under the law.

The Australian Diver Accreditation Scheme Board Incorporated
526 Duncan Road, Dunoon, NSW 2480
ABN: 208 741 894 45

Phone: (+61) (0)2 6689 5656; Fax: (+61) (0)2 6689 5657; Email: admin@adas.org.au; Web: www.adas.org.au

Suspension or Cancellation of an ADAS Certificate of Competency

ADAS may suspend or cancel a Certificate of Competency if it is satisfied that the holder of the certificate:

- a. obtained the certificate on the basis of false or misleading information or a failure to disclose or provide required information;
- b. has operated in a manner which endangers the health or safety of the holder or any other person;
- c. is no longer capable of performing to the level of competency specified by the certificate;
- d. has failed to operate in compliance with relevant legislation, Codes and /or standards.

Appeal against Suspension or Cancellation of Certificate of Competency

Before suspending or cancelling a Certificate of Competency, ADAS will:

- notify the holder of the certificate in writing by registered mail, to the last known address of the Certificate holder, of the proposed suspension or cancellation; and
- give the holder of the Certificate 28 days, from the time of service by registered mail to the last known address of the Certificate holder, to make representations in writing to ADAS in relation to the proposed suspension or cancellation; and
- through the ADAS Appeal Committee, take reasonable regard of the representations made by the holder of the Certificate [the ADAS Appeals Committee is composed of representatives of the relevant diving industry, and/or union and/or the State/Territory regulators].
- The full ADAS Grievance Policy and procedures may be found on the ADAS website www.adas.org.au. Appellants who are unsuccessful may seek redress through civil legal action.

Notification of Suspension or Cancellation of Certificate of Competency

If, after having regard to any representations made by the holder of the Certificate, ADAS decides to proceed with the proposed suspension or cancellation, ADAS will inform the holder of the Certificate in writing by registered mail to their last known address:

- stating that the Certificate is suspended or cancelled; and
- in the case of a suspension, stating the period for which the Certificate is suspended; and
- giving the reasons for the suspension or cancellation.

Date of Effect of Suspension or Cancellation of Certificate of Competency

The suspension or cancellation takes effect on the date on which notice of the suspension or cancellation is served on the holder of the Certificate by registered mail at their last known address, or on any other later date which is specified in the notice.

Notify Others of Suspension or Cancellation of Certificate of Competency

ADAS may inform others (the holder of the certificate's employer, other contractors, State/Territory regulators, etc) of certificates that are cancelled or suspended.

Surrender of Cancelled Certificates of Competency

The holder of an ADAS Certificate of Competency that is cancelled must return the Certificate to ADAS within the period specified in the notice of cancellation.