

Offshore Supervisor Application Package

Thank you for considering an ADAS Offshore Supervisor certification. This application package provides you with step-by-step instructions and details about applying for an ADAS Offshore Supervisor certification. Because this process can be quite involved, please follow the steps outlined as closely as possible to ensure the application process runs smoothly.

This information package includes the following items, which are to be completed in the order shown:

1. Letter of Recommendation – to be completed by your employer
2. Offshore Supervisor Application form (Form 3e)
3. Documentation Checklist for Substantive ADAS Air / Air & Bell Supervisor Applicants
4. Exam information

Before you continue with the application process, please ensure you meet the required pre-requisites as shown in the *Documentation Checklist for Substantive ADAS Air / Air & Bell Supervisor Applicants* document. When you are happy you can supply all the required documentation and information, follow the steps outlined to submit an application.

Payment information

The offshore supervisor application fee is comprised of a non-refundable AUD \$200 assessment fee, and a certification fee of AUD \$300/\$400 depending on which certification is being applied for. If you fail the application process, the certification fee will be refunded to you, but you will forfeit the assessment fee.

GST is charged for Australian based applicants as per rulings from the Australian Taxation Office. GST totals are shown on the application form.

Because the assessment fee is non-refundable, please be sure you meet the pre-requisites for becoming an offshore supervisor **before** you submit the application and pay the application fee.

Template for Letter of Recommendation

TO BE PRINTED ON LETTERHEAD OF THE SPONSORING COMPANY

ATTESTATION AS TO THE SUITABILITY OF (*...insert name of person...*) TO BE CERTIFIED AS AN ADAS OFFSHORE DIVING SUPERVISOR,

I certify that I am a recognised offshore diving contractor (*or... I am the operations or safety manager or someone of equal or higher standing of a recognised offshore diving contractor*) undertaking offshore diving operations.

I make the following statement in support of (*...insert name of person...*), a candidate applying to be certified as an ADAS Offshore Supervisor, in the clear understanding that as an occupational offshore dive supervisor, he/she will have very significant responsibilities under the law to safeguard the health and safety of the members of the diving team and will be responsible to his/her employer to ensure that the diving project work is undertaken effectively and efficiently. I understand that to be able to competently meet these responsibilities, he/she must be a person who:

- is experienced and professionally competent in the required range of techniques, practices and procedures relevant to the intended offshore diving and diving work; and
- can effectively assess and control the risks associated with offshore dive operations and has the experience and the capacity to competently undertake the management of a diving emergency; and
- has the necessary personal qualities to be able to provide appropriate leadership and management of the offshore diving team and to act effectively as a representative of the contractor to the client and/or other parties.

Based on my direct knowledge and/or reports of the applicants knowledge, skills and attitudes he/she has displayed whilst he/she has been undertaking duties as a Trainee Offshore Supervisor in the employ of the company, I attest that I am totally satisfied that the applicant trainee supervisor has the:

- maturity, leadership and management skills; and
- operational experience over a range of offshore diving operations, environments, tasks and equipment representative of those like to be supervised in the future; and
- necessary logged evidence of occupational offshore diving supervision

to meet the requirements of the Australian Standard *AS 2815.5 - Training and certification of occupational divers – Dive Supervisors* and the *ADAS Offshore Diving Supervisor Scheme Minimum Requirements for Certification*.

Based on my knowledge, I am recommending that (*...insert name of candidate...*) is a fit and proper person to be certified to supervise offshore (*...Air or Air and Bell...*) diving operations. I am also applying for him/her to sit the required examinations to qualify for certification as a substantive ADAS Offshore (*...insert Air OR Bell...*) Supervisor.

Signature of company/organisation nominated signatory

Position within company

Name of company/organisation

Address of diving company/organisation

Email address

Date

APPLICATION FOR ADAS OFFSHORE SUPERVISOR CERTIFICATION

In order to receive your ADAS Offshore Supervisor certification, please:

- Complete all parts (A, B, C and D) of this application form.
- 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
 - 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 head and shoulders digital image to admin@adas.org.au.

- 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 or demonstrate your CPR and Oxygen Management skills every twelve (12) months.
Alternatively, if you hold a current Diver Medical Technician (DMT) qualification, this can be used in place of your First Aid qualification, but you must still refresh or demonstrate your CPR and Oxygen Management yearly.
- 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 D for details.

- Post or email 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

NOTE: PLEASE READ THE ATTACHED DOCUMENT, "CONDITIONS OF ADAS CERTIFICATION" WHICH DETAILS YOUR RESPONSIBILITIES AS AN ADAS CERTIFICATE HOLDER, AND THE CONDITIONS UPON WHICH YOUR CERTIFICATION IS DEPENDANT.

PART A - PERSONAL DETAILS

Please ensure that family/given names are the same as those on your Trainee Supervisor certificate

ADAS number (if applicable): _____	Date of Birth: ____/____/19____	ADAS internal use only
Family name: _____	Given name: _____	ADAS number: _____
Permanent Address:		Offshore Super: Air Bell
Street: _____	Suburb/City: _____	Approved: Y / N
State: _____	Postcode: _____	Country: _____
Postal Address (if different):		Amount Paid: \$
Street/PO Box: _____	Suburb/City: _____	Paid by: CC / EFT / MO CHQ / ATE
State: _____	Postcode: _____	Country: _____
Contact details:		Invoice #: _____
Home Ph: () _____	Mobile: _____	Processed: _____
Business Ph: () _____	Fax: () _____	Date Sent: _____
Email address: _____		Comments: _____

PART B - APPLICATION DETAILS

Diving certificate currently held: _____

Certificate Number: _____ Date of expiry if applicable: ____/____/20____

Trainee Offshore Supervisor certificate currently held: _____

Certificate Number: _____ Date of expiry if applicable: ____/____/20____

Have you attempted an Offshore Air supervisor exam in the past? YES / NO

If YES: How many times have you attempted the exam: _____

Which organisation did you apply through: _____

When did you sit the exam: _____

Current First Aid or DMT qualification held – issued within 3 years of application:

_____ Issue date ____/____/20____

Current Oxygen Management and CPR qualifications held – issued or demonstrated within 12 months of application:

_____ Issue date ____/____/20____

Note: Oxygen Management and CPR certifications are to be issued, or skills demonstrated to an approved person, within the previous twelve (12) months of application date.

If current Oxygen Management and CPR qualifications are not held, 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.

Type of ADAS Offshore Supervisor certificate being applied for:

Please tick certification applying for:	✓	Cost (ex GST)	Cost (inc GST) for Australian based applicants
AIR	<input type="checkbox"/>	AUD \$ 500 (inc assessment fee)	AUD \$ 550 (inc assessment fee)
AIR and BELL	<input type="checkbox"/>	AUD \$ 600 (inc assessment fee)	AUD \$550 (inc assessment fee)
Postage		AUD \$14.50	AUD \$2.75
TOTAL		\$	

Note: The application fee is paid upon submission of the application to ADAS, and is made up of an 'assessment fee' and a 'certification fee'. **The non-refundable assessment fee is set at AUD \$200.** If you fail the process, the 'certification fee' only will be refunded.

You must include the following documents in support of your application:

Required	Please tick ✓
Copy of appropriate ADAS recognised offshore diver certification	<input type="checkbox"/>
Copy of current ADAS recognised Trainee Offshore Supervisor certification	<input type="checkbox"/>
Applicants from <u>IMCA member companies</u> :	
Copies of 30 log pages of offshore commercial air dives	<input type="checkbox"/>
Dive log pages provided should comprise a mixture of dives undertaken before and after attaining the Trainee Offshore Air supervisor certification	
Copies of 30 log pages of panel hours logged as a Trainee Air/Bell supervisor	<input type="checkbox"/>
Logs are to include:	
- First log pages after training course completion	
- Most recent log pages	
- Even distribution of pages between the first and last pages	
- Page numbering visible and 'Running Totals' field ascending page by page.	

Applicants from <u>non-IMCA member companies</u> :	
Copies of log showing 200 offshore commercial air dives	<input type="checkbox"/>
Copies of log showing 200 panel hours offshore on a minimum of 100 surface dives over a minimum period of 60 days working as a trainee air diving supervisor.	<input type="checkbox"/>
Copies of supervisor logs of 10 air dives (if seeking Bell Supervisor)	<input type="checkbox"/>
Copies of required logged ALST or LST panel hours (if seeking Bell Supervisor)	<input type="checkbox"/>
<i>Letter of Recommendation</i> from employer (including email contact details)	<input type="checkbox"/>
Copy of current First Aid or DMT certificate – issued within last 3 years	<input type="checkbox"/>
Copy of current CPR and Oxygen Management certificates – issued within last 12mths	<input type="checkbox"/>
High quality copy of photo and identity page of passport (or acceptable alternative)	<input type="checkbox"/>
High quality passport style photos	<input type="checkbox"/>
Payment in Australian dollars	<input type="checkbox"/>
Copies of any appropriate simulator time as specified in the ADAS guidance document	<input type="checkbox"/>

N.B. All log book entries provided must be signed off by an ADAS/IMCA supervisor and stamped with a company stamp

PART C - DECLARATION OF APPLICANT

I, (Name of Applicant) _____, of

(Address of applicant), _____

do solemnly and sincerely declare that the attached 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 also understand that at the time of future renewal of my certification, I will be required to demonstrate to ADAS by the provision of log book and other relevant equivalent evidence how my skills and knowledge have been maintained.

(Signature of applicant) _____ Date: _____

Electronic Application Declaration

If you intend to email your application, you must complete the following declaration. Applications will not be accepted electronically if this is blank.

I understand and warrant that, by my submission of all information herein electronically, I acknowledge that all information is submitted on the basis that it is truthful in its entirety and has the same effect as if I had personally executed this application. I understand that my electronic submission of the information herein, entitles ADAS, its Officers, Servants and/or Agents, to rely upon same as being truthful and accurate and I indemnify, and keep indemnified, all Parties that rely upon the information electronically submitted herein in the event that any such information is found to be false and/or misleading.

By the act of sending this form electronically, I _____, of

(Address of applicant), _____

certify that the document/s and/or signature/s contained in this application are the true copies of the originals held by me.

(Signature of applicant) _____ Date: _____

PART D - PAYMENT DETAILS

✓	Please indicate what method of payment you are using	
	Cheque, money order, draft or international bank cheque <i>Payment to be made in Australian Dollars</i>	Please attach cheque, money order, draft or international bank cheque NOTE: All cheques MUST be in Australian Dollars. If they are not, they will be returned to you and an alternative method of payment requested.
	Credit Card – Visa or MasterCard only	Card number: _____ Date of expiry: ____ / ____ Name on card: _____ DO NOT give credit card details if you intend to email your application, please call the ADAS office and give that information over the phone or use a different payment method. Sending credit card details via email is not a secure method and may allow hackers to steal your information. ADAS takes no responsibility if you email your details and your card is used fraudulently.
	EFT Transfer: 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 Name and ADAS Certificate Number 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: Please ensure your deposit covers any fees charged by your own bank. If there are fees charged to ADAS, you will be notified and your certification will not be issued until they are paid by you.

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.

THE FOLLOWING PAGES ARE TO BE RETAINED BY THE APPLICANT

Conditions of ADAS Certification

ADAS certification is awarded to individuals who demonstrate that they meet the competencies detailed in the ADAS competence requirements. ADAS certification brings with it a number of responsibilities and the following provisions are based on the recognition that ADAS certification is conditional upon the certified 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 certificate holders are certified on the basis that they must operate in compliance with relevant legislation and /or standards. Certification may be suspended or cancelled if certificate holders are proved to be operating unsafely or illegally.

ADAS Certificates of Competency are only valid for diving if certificate holders are certified “medically fit to dive” in accordance with AS/NZS 2299.1 (2007) 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 Technicians, Life Support Supervisors, etc, when those persons are not required to dive.

Certification is for five (5) years, other than Diver Medical Technician which is for three (3) years, from the date of issue. After that time, certificate holders must apply for renewal of their certification based on demonstration of continued proficiency at the level of competency for which they are certified.

Renewal of Certification

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 may be required to provide ADAS with evidence of current competency (eg, by log book and/or similar evidence demonstrating current practice in diving and/or other relevant activities).

As a minimum, this will generally be held to be:

- For divers - the undertaking of 20 occupational dives within the 24 month period prior to renewal
- For supervisors - the supervision of 20 occupational dives within the 24 month period prior to renewal
- For LST's - 200 LST panel hours within the 24 month period prior to renewal.

Acceptable alternatives could be:

- A course of training at a higher level of proficiency
- Undertaking an assessment and gaining a ‘Letter of Competency’ by an appropriately qualified ADAS or IMCA supervisor attesting that the applicant continues to possess the required level of competency
- Completing an assessment at an ADAS Accredited Training Establishment (ATE).

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 renewing applicants and require such verification.

An inability to satisfactorily certify and/or demonstrate competency will result in the certificate holder being required to undertake an approved form of currency updating or, failing this, to surrender his/her Certificate of Competency (see below).

The applicant is required to supply a ‘Declaration of Applicant’ as attached to the renewal application form certifying that they are current in the practical and theoretical skills and knowledge relevant to their level of ADAS certification as identified in the ADAS competence requirements.

ADAS requires applicants to apply for renewal of their ADAS licence by the date of expiry on the licence held. Failure to do so renders the certificate holder’s certification invalid and details are removed from the active data base. Re-issue of certification may incur a rejoining fee to cover the administrative expenses involved in reinstating divers on the database, processing late applications, and verifying continued proficiency evidence.

Applications received after the date of expiry of the ADAS licence are processed as follows:

- Applications received **within 2 years** of the date of expiry of the licence will be renewed from the original date of expiry

- Applications received **after 2 years** from the date of expiry of the licence will incur a rejoining fee of \$150. This fee is additional to the licence renewal fee. Renewal will provide 5 full years of certification from the date of issue of the renewed licence. Applicants also have to show proof of continued proficiency before their certification is renewed.

Suspension or Cancellation of a Certificate of Competency

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

- Obtained the certificate on the basis of false or misleading information or a failure to disclose or provide required information
- Has operated in a manner which endangers the health or safety of the holder or any other person
- Has failed to operate in compliance with relevant legislation, codes and/or standards
- Is no longer capable of performing to the level of competency specified by the certificate.

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 accredited diver, of the proposed suspension or cancellation
- 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
- Through the ADAS Appeals 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].

The full ADAS Grievance Policy and procedures may be found on the ADAS website www.adas.org.au. Applicants 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 certificate holder in writing by registered mail to their last known address:

- Stating that the certificate is suspended or cancelled
- In the case of a suspension, stating the period for which the certificate is suspended
- 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 certificate holder 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 certificate holder'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.

**Documentation Checklist for
Substantive ADAS Air / Air & Bell Supervisor Applicants**

In order to gain certification as a substantive ADAS Offshore Air and/or Bell Supervisor, the candidate must:

<input type="checkbox"/>	<p>Have qualified for and been certified as an ADAS Trainee Offshore Supervisor Air (TOSA) or Trainee Offshore Supervisor Bell (TOSB), or approved equivalent.</p>
<input type="checkbox"/>	<p>TOSA to Offshore Air Supervisor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have logged at least 200 panel hours (under direct supervision) offshore on a minimum of 100 surface dives over a minimum period of 60 days working as a trainee air diving supervisor. <p>Note that:</p> <ul style="list-style-type: none"> ▪ at least 50% panel hours must have been obtained in the two years prior to applying; ▪ the panel hours must include a range of different dive sites and environments and cover a range of diving depths including deep dives; <ul style="list-style-type: none"> <input type="checkbox"/> Must have logged at least 200 offshore air dives <input type="checkbox"/> Must hold current: <ul style="list-style-type: none"> ▪ DMT or First Aid certificate - issued within 3 years of the application date; and ▪ CPR and Oxygen Management certifications - issued or demonstrated within 12 months of the application date. <p>NB: 30 hands-on hours in the ADAS simulator can be utilised to obtain up to 60 panel hours and 30 surface dives.</p>
<input type="checkbox"/>	<p>TOSB to Offshore Bell Supervisor (must gain TOSA certification before able to be a TOSB)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have logged evidence of having acted as a TOSA on at least 10 offshore commercial air dives. <input type="checkbox"/> Have logged at least 360 panel hours at any time working either as a Life Support Technician (LST) or as an assistant LST. <input type="checkbox"/> Have logged at least 350 panel hours (under direct supervision) offshore on a minimum of 50 bell runs over a minimum period of 90 days as a TOSB. <input type="checkbox"/> Must hold current: <ul style="list-style-type: none"> ▪ DMT or First Aid certificate - issued within 3 years of the application date; and ▪ CPR and Oxygen Management certifications - issued or demonstrated within 12 months of the application date. <p>NB: 53 hands-on hours in the ADAS simulator can be utilised to obtain up to 105 panel hours and 15 bell runs.</p>
<input type="checkbox"/>	<p>Air Supervisor to Bell Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must have worked as an Offshore Air supervisor for two years prior to applying to enrol in a TOSB course. <input type="checkbox"/> Have logged evidence of having supervised a minimum of 100 offshore commercial dives <input type="checkbox"/> Have logged at least 150 panel hours (under direct supervision) offshore on a minimum of 20 bell runs over a minimum period of 45 days working as a trainee bell diving supervisor. <input type="checkbox"/> Have logged at least 360 panel hours at any time working either as an LST or as an assistant LST. <input type="checkbox"/> Must hold current: <ul style="list-style-type: none"> ▪ DMT or First Aid certificate - issued within 3 years of the application date; and ▪ CPR and Oxygen Management certifications - issued or demonstrated within 12 months of the application date.
<input type="checkbox"/>	<p>Candidate must be formally recommended by an offshore diving company active in contract work following satisfactory offshore reports confirming competence.</p> <ul style="list-style-type: none"> <input type="checkbox"/> An employer/employee relationship should exist between the company and the candidate to

	ensure the company is responsible for the undertaking of assessment of competency while panel hours are accrued.
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NOTE: Offshore Air and Offshore Air & Bell courses can be completed concurrently if pre-requisites are met for both TOSA and TOSB certifications.

Steps to Gain Substantive Offshore Supervisor Certification

Step	Details
1	Ensure it has been no more than three (3) years since you were issued with a TOSA or TOSB certification. It must also be at least : <ul style="list-style-type: none"> <input type="checkbox"/> 60 days for a TOSA <input type="checkbox"/> 90 days for a TOSB (from Part 4 diver) <input type="checkbox"/> 45 days for a TOSB (from an Air Supervisor)
2	Get a Letter of Recommendation from your employer This letter states that you are able to demonstrate sufficient maturity, leadership and management skills, and are suitable to be certified as an Offshore Supervisor. A template for this letter is supplied in this information package.
3	Fill in the Offshore Supervisor application form (Form 3e) and sign the declaration on p.3.
4	Ensure your application includes: <ul style="list-style-type: none"> <input type="checkbox"/> A Letter of Recommendation from your employer <input type="checkbox"/> Copies of your dive logs. These copies can be posted to ADAS, or saved electronically which can be submitted with the application form <p>Note: Dive logs MUST be dated, signed by a supervisor, show a company stamp, and show a variety of dive depths and work.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your current TOSA / TOSB or international offshore supervisor certification <input type="checkbox"/> Your current First Aid or Diver Medical Technician (DMT) certification - issued within 3 years of the application date <input type="checkbox"/> Your current CPR and Oxygen Administration/Management certifications - issued or demonstrated within 12 months of the application date.
5	When you are satisfied you have met all the pre-requisites and have all the documentation asked for, post or email your completed application form and supporting documentation to ADAS.
7	Once your application has been received by ADAS, assessed and approved, and your certifications verified by the issuing organisation/s, you will then be contacted by the processing officer about the exam process. For more information about the exam, please see the enclosed <i>Examination Process</i> information page.
8	After you sit and pass the examination, ADAS will advise you of your results by email.
9	Candidates who pass the examination will be issued with a substantive ADAS Offshore Air or Air & Bell supervisor certification. Unsuccessful candidates can find further information on the <i>Examination Process</i> information page.

Log Book Requirements

If your sponsoring company is an **IMCA member**, you are required to submit:

- 30 log pages of offshore commercial air dives
- 30 log pages of panel hours logged as a Trainee Air/Bell Supervisor
- Panel hours logs are to include:
 - o First log pages after training course completion
 - o Most recent log pages
 - o Even distribution of pages between the first and last pages
 - o Page numbering visible and “running totals” field ascending page by page

If your sponsoring company is **not an IMCA member**, you are required to submit:

- Logged evidence of 200 commercial air dives
- Logged evidence of 200 panel hours (under direct supervision) offshore on a minimum of 100 surface dives over a minimum period of 60 days working as a trainee air diving supervisor.

Offshore Supervisor Examination Process

EXAMINATION INFORMATION

Once your application has been received, assessed and approved, you will have to make arrangements to sit the ADAS Offshore Air or Air/Bell examination. This exam is to be undertaken in formal examination conditions and monitored by an accredited invigilator. It is your responsibility to organise an invigilation service, arrange the examination date and make payment to the invigilator to sit the examination. There are a variety of organisations which offer this service ranging from Australian universities to international offices of the British Council.

Contact details for an invigilation service are included on this document.

EXAMINATION CONDITIONS

<input type="checkbox"/>	<p>Application to sit the examination must be made within three years of successful completion of the relevant training course (eg: TOSA training).</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least half the required panel hours should have been obtained in the two years prior to the application.
<input type="checkbox"/>	<p>Applications must reach ADAS at least fourteen days before the proposed date of examination.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval to sit an examination is valid for one year from the date approval is given. <input type="checkbox"/> If the applicant does not sit the examination within that year, they will be required to make a fresh application, and additional training and/or offshore experience may be required.
<input type="checkbox"/>	<p>Supervision of examinations will only be carried out by organisations or individuals approved by ADAS as invigilators.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicants are required to organise and pay for invigilation arrangements.
<input type="checkbox"/>	<p>Companies will be informed as to whether their applicants have passed or failed the examinations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Examination results will be provided by email to the sponsoring company. <input type="checkbox"/> Under no circumstances will examination papers be returned to applicants or their sponsors after an examination.
<input type="checkbox"/>	<p>If a candidate fails the examination, they may be eligible to try again.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A candidate who fails the examination the first time must wait 30 days from the date of examination before re-sitting. <input type="checkbox"/> If the candidate fails a second time, they must wait a further 30 days before re-sitting a third time. <input type="checkbox"/> If they fail a third time, they must wait for at least one year before the company may apply again to sit the examination. <input type="checkbox"/> A candidate who fails the examination four times will be excluded from the scheme for a minimum period of two years from the date of the fourth failure. They may then apply to ADAS to re-start the entire process from the beginning (i.e. as an air or bell diver, attend and pass a Trainee Offshore Supervisor course and then re-sit the panel hours etc).

NATIONAL AND INTERNATIONAL INVIGILATION SERVICES

Most Australian universities and TAFE colleges provide some form of invigilation service. ADAS prefers examinations to be held at a university, but will accept TAFE and high school invigilation services if there are no other options.

Below is a list of national and international invigilation services which ADAS has used in the past. This is not a comprehensive list and if you find an alternate service, please inform us so we can include that organisation on this list.

AUSTRALIAN INVIGILATORS

State	Organisation	Contact details
Northern Territory	Charles Darwin University	www.cdu.edu.au Sasha Muller Sasha.muller@cdu.edu.au
Queensland	South East Queensland Invigilators Network - various locations	www.seqin.biz invigilator@seqin.biz
	Exam Watch - various locations	www.examwatch.com.au exam@examwatch.com.au Ph: 07 5476 2971
Victoria	University of Ballarat	www.ballarat.edu.au s.forsyth@ballarat.edu.au (Sally) Ph: 03 5327 9490
	University of Melbourne	www.services.unimelb.edu.au/externalexam joannemj@unimelb.edu.au Ph: 03 8344 5412
Western Australia	Academic Examination Services - various locations	www.examservices.com.au admin@examservices.com.au
	Curtin University of Technology	www.curtin.edu.au Examinations Officer Examinations Office, Student Central, Building 101, Level 2, Kent St Bentley, WA, 6102 Ph: 08 9266 7016 examinations.int@curtin.edu.au
	Edith Cowan University	www.ecu.edu.au a.nurmi@ecu.edu.au (Amy) Ph: 08 6304 3858

INTERNATIONAL INVIGILATORS

Country	Organisation	Contact Details
Multiple locations	British Council	www.britishcouncil.org general.enquiries@britishcouncil.org