

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

To apply for an ADAS Offshore Diving Supervisor certification, please:

- Complete all sections (A, B, C, D and E) of the application form.
- Provide a high quality copy of your Offshore Supervisor certification (front and back). Please note that at present ADAS only recognises offshore 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.

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, taken within the last 12 months.
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 a payment of **\$450 +GST** in Australian dollars. You may pay by credit card (Visa or MasterCard); EFT; Money Order; or Cheque - made payable to 'ADAS'. See Part E for details.
- Applications can be submitted by post or email. Details can be typed directly onto this form if you wish to email it.

- Postal applications can be sent to:
**ADAS
526 Duncan Rd
Dunoon NSW 2480 Australia
admin@adas.org.au**
- Email applications can be sent to:

If you email your application, please ensure the form and your passport are in PDF format, and your photo is in JPEG format.

Please Note: DO NOT provide credit card details on the form if you intend to email your application, instead please call the ADAS office to give details over the phone or use a different payment method.

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

An ADAS processing officer will contact you once your application is received. They 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.

OFFSHORE DIVING SUPERVISOR CROSSOVER APPLICATION

PART A - PERSONAL DETAILS

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

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 (issued within last 3 years):

_____ Issue date: _____

Details of Oxygen Management and CPR qualifications held (issued or demonstrated within last 12 months):

_____ Issue date: _____

Note: Oxygen Management and CPR certifications 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 type applied for:

Certification Type	Tick	Cost AUD (ex GST)	GST	Total AUD (inc GST)
Offshore Air		\$ 450	\$45	\$495
Offshore Air & Bell		\$ 450	\$45	\$495
Postage <input type="checkbox"/> Registered post – for Australian destinations <input type="checkbox"/> Registered post – for non-Australian destinations <i>If your ADAS card is not registered, it is your responsibility to pay for a replacement card if the original is lost in the mail.</i>		\$ 4.50 \$ 14.50	\$0.45 n/a	\$4.95 \$14.50
NB: Non-Australian applicants are not required to pay GST			Grand 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 - 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 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) _____ 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

_____ 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 - CHECKLIST

Please complete this checklist to ensure that all requirements are completed

Required	✓
Completed application (Parts A, B, C, D and E)	<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 copy of First Aid certification <i>Issued within 3 years of application</i>	<input type="checkbox"/>
Oxygen Management and CPR qualifications OR <i>Letter of Confirmation</i> <i>Issued within 12 months of application</i>	<input type="checkbox"/>
High quality copies of photo and identity page of passport, or acceptable alternative	<input type="checkbox"/>
High quality passport photos or JPEG image emailed to ADAS, taken within the last 12 months	<input type="checkbox"/>
Payment in Australian dollars	<input type="checkbox"/>
Declarations on page 3 have been signed	<input type="checkbox"/>

PART E -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 <i>NOTE: All cheques MUST be in Australian Dollars. If they are not, they will be returned to you and an alternative method of payment asked for.</i>
	Credit Card – Visa or MasterCard only <i>For posted applications Only</i>	Card number: _____ Date of expiry: ____ / ____ Name on card: _____ <i>DO NOT</i> 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. <i>ADAS takes no responsibility</i> 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: _____ <i>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.</i>

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.

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 two (2) 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.