APPLICATION FOR RENEWAL OF ADAS CERTIFICATION

In order to renew your ADAS certification and receive a new card, please:

- Complete all parts (A, B, C, D and E) of the 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

• 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 E for details.

Please Note: Applications received after 2 years from the original date of expiry of the card will have to show proof of competency and incur a rejoining fee of \$150 + GST (if applicable). This is additional to the licence renewal fee.

• 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: AD

526 Duncan Rd

Dunoon NSW 2480 Australia

Email applications can be sent to:

admin@adas.org.au

If you email your application, please ensure you convert the form and your passport to PDF format, and your photo to 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

FIRST AID REQUIREMENTS - 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. Be aware that while you do not have to submit First Aid information at renewal, you will have to supply it if you are audited.

PART A - PERSONAL DETAILS

ADAS number (if applicable):	Date of Birth: / /19	ADAS internal use only
Family name:	Given name:	ADAS number:
Permanent Address:		Diver Part:
Street:	Suburb/City:	Super Part: 1 2 3 Air / Bell
State: Postcode:	Country:	Approved: Y / N
Postal Address (if different):		Restrictions: Y / N
Street/PO Box:	Suburb/City:	Endorsement: N / CO
State: Postcode:	Country:	Amount Paid: \$
Contact details:		Paid by: CC / EFT / MO CHQ / ATE
	Mobile	
Home Ph: ()	<u> </u>	Invoice #:
Business Ph: ()	Fax: ()	Processed:
Email address:		Sent:

PART B - ADAS DETAILS - Please indicate which certification you are applying to renew DIVER CERTIFICATIONS

Diver Certification Type	Cost (ex. GST)	Tick	GST (if applicable)
Aquaculture Diver	\$ 350		\$35.00
Part 1 Restricted / Scientific diver – (Restricted SCUBA to 30m)	\$ 300		\$30.00
Part 1 - (SCUBA to 30m)	\$ 300		\$30.00
Part 2 Restricted – (Restricted SSBA to 30m)	\$ 350		\$35.00
Part 2 – (SSBA to 30m)	\$ 350		\$35.00
Part 3 Restricted – (Restricted SSBA to 50m)	\$ 350		\$35.00
Part 3 – (SSBA to 50m)	\$ 350		\$35.00
SSMG + Part 3 – (SSBA to 50m)	\$ 450		\$45.00
Part 4 – (Closed Bell)	\$ 500		\$50.00
Nitrox endorsement – see page 4 for more detail	n/a		
Chamber Operator endorsement	n/a		
Diver Certification Sub-total		\$	

SUPERVISOR CERTIFICATIONS

Supervisor Certification Type	Cost (ex. GST)	Tick	GST (if applicable)
Aquaculture Supervisor	\$ 350		\$35.00
Part 1 only – (SCUBA to 30m)	\$ 300		\$30.00
Part 2 only – (SSBA to 30m)	\$ 300		\$30.00
Part 3 only – (SSBA to 50m)	\$ 300		\$30.00
Part 1 & 2 – (SCUBA & SSBA to 30m)	\$ 350		\$35.00
Part 1 & 3 – (SCUBA to 30m & SSBA to 50m)	\$ 350		\$35.00
Offshore Air	\$ 500		\$50.00
Offshore Air & Bell	\$ 600		\$60.00
Sune	rvisor Certification Sub-total	¢	

OTHER CERTIFICATIONS

Other Certification Type	Cost (ex. GST)	Tick	GST (if applicable)
Chamber Operator - Stand alone qualification only	\$ 300		\$30.00
Life Support Technician	\$ 350		\$35.00
Atmospheric Diving System (ADS) pilot	\$ 300		\$30.00
Remotely Operated Vehicle (ROV) Pilot	\$ 300		\$30.00
	Other Certification Sub-total	\$	

TOTAL COST OF CERTIFICATION

Rejoining fee - For applications received after 2 years from the original expiry date. See page 3 for Proof of Competency details.		\$ 150	\$15.00
Registered Postage	– for Australian postal address	\$ 4.50	\$ 0.45
	.– for <u>non</u> -Australian postal address	\$ 14.50	No GST
	Diver Certif	ication sub-total	\$
Supervisor Certification sub-total		\$	
Other Certification sub-total		\$	
Rejoining fee (if applicable)		\$	
Postage		\$	
10% GST (If card sent to address within Australia)		\$	
Grand Total		\$	

PART C - DECLARATION OF APPLICANT
I, (Name of Applicant), c
(Address of applicant),
do solemnly and sincerely declare that the photographs provided with this application are true and current image 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 renewal of ADAS certification, I am certifying that I: am current in the practical and theoretical skills and knowledge relevant to my level of ADAS certification identified in the ADAS Diving Competency Standards; hold current First Aid, Oxygen Management, and CPR qualifications in accordance with Australian national requirements; have current medical certificates that meet requirements for occupational diving (supervisors do not have a diving medical, but it is preferable that they do).
I also understand that I may be required to demonstrate to ADAS through the provision of log books or other appropriate 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, it 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 he
by me. (Signature of applicant) Date:

PART D - CHECKLIST

Please complete this checklist to ensure that all requirements are completed

Required	Please tick
Completed application (Parts A, B, C, D and E) (PDF format for email applications)	
High quality passport style photos, taken within the last 12 months (JPEG format for email applications)	
High quality copy of photo and identity page of passport, or acceptable alternative (PDF format for email applications)	
Payment in Australian dollars (including 'rejoining fee' if applicable) DO NOT email credit card details if application is it be emailed	
Declarations on page 3 have been signed	
Additional requirements if applicable	Please tick
New Endorsements applied for: A certified copy of relevant certificate(s) is supplied	
Proof of Competency: Applicants over 2 years past their original expiry date must show proof of competency before their certification can be renewed:	
Divers / Supervisors – Submit 20 certified logged dives or diving supervisions undertaken within the previous 24 months. Dive logs must be signed by a certified supervisor. All logs must show a company stamp.	
LST – Submit signed evidence of at least 200 panel hours undertaken within the previous 24 months.	
First Aid certifications: Divers and supervisors must also provide a copy of their current First Aid, CPR and Oxygen Management certifications. First Aid to be issued in the previous 3 years, CPR and Oxygen Management to be issued or demonstrated in the previous 12 months.	
Diver Medical: Divers must also provide a copy of their current diver medical.	
Please contact ADAS for more information if you cannot meet these requirements.	

PART E - PAYMENT DETAILS

~	Please indicate what method of payment you are using		
	Cheque, money order, draft or international bank cheque	Please attach cheque, money order, draft or international bank cheque	
	Payment to be made in Australian Dollars	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 –	Card number:	
	Visa or MasterCard only For posted applications	Date of expiry:/	
	Only	Name on card:	
	<u>DO NOT</u> 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:	To help us identify your payment, please quote your Name and ADAS	
	Account Name: ADAS Bank:	Certificate Number in the <i>Transaction Description</i> area of your internet banking webpage when doing an electronic transfer into the ADAS account.	
	National Australia Bank	Date of transfer:	
	BSB: 082 707 Account No: 55764 9982	Reference number:	
	Swift code: NATAAU3302S	NOTE: Please ensure your deposit covers any fees charged by your own bank.	
	Physical Address of Bank:	If there are fees charged to ADAS, you will be notified and your certification	
	138 Molesworth Street,	will not be issued until they are paid by you.	
	Lismore NSW 2480		
	AUSTRALIA	(lither and the sea Delived and Development 111 in a few (CAO to the sea of disherent and	

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 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.