

**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	<p>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:</p> <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	<p>Get a Letter of Recommendation from your employer</p> <p>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.</p>
3	<p>Fill in the Offshore Supervisor application form (Form 3e) and sign the declaration on p.3.</p>
4	<p>Ensure your application includes:</p> <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	<p>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.</p>
7	<p>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.</p> <p>For more information about the exam, please see the enclosed <i>Examination Process</i> information page.</p>
8	<p>After you sit and pass the examination, ADAS will advise you of your results by email.</p>
9	<p>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.</p>

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.