

Documentation Checklist & Application Checklist for Substantive ADAS Offshore Air / Air & Bell Supervisor Applicants

DOCUMENTATION CHECKLIST

In order to gain certification as a substantive ADAS Offshore Air and/or Bell Supervisor, the candidate must meet the following criteria – dependant on the type of offshore supervisor certification they are applying for.

Hold a Trainee Offshore Supervisor certification	
<input type="checkbox"/>	Have qualified for and been certified as an ADAS Trainee Offshore Supervisor Air (TOSA) or Trainee Offshore Supervisor Bell (TOSB), or approved equivalent.
TOSA to Offshore Air Supervisor	
<input type="checkbox"/>	<p>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> <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 ▪ Up to 30 hands-on hours in the ADAS simulator can be utilised to obtain up to 60 panel hours and 30 surface dives.
<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 ▪ CPR and Oxygen Management certifications - issued or demonstrated within 12 months of the application date
TOSB to Offshore Bell Supervisor (must gain TOSA certification before able to be a TOSB)	
<input type="checkbox"/>	<p>Have logged evidence of having acted as a TOSA on at least 10 offshore commercial air dives</p> <ul style="list-style-type: none"> ▪ Up to 10 hours can be gained using the ADAS simulator, in addition to acting as a TOSA on at least five (5) commercial air dives ▪ One of the simulator dives must include the emergency recovery of a closed bell within the air range
<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"/>	<p>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</p> <ul style="list-style-type: none"> ▪ Up to 53 hands-on hours in the ADAS simulator can be utilised to obtain up to 105 panel hours and 15 bell runs
<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 ▪ CPR and Oxygen Management certifications - issued or demonstrated within 12 months of the application date

Air Supervisor to Bell Supervisor

- Must have worked as an Offshore Air supervisor for **two years** prior to applying to enrol in a TOSB course
- Have logged evidence of having supervised a minimum of 100 offshore commercial dives
- 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
 - Up to 22 hands-on hours in the ADAS simulator can be utilised to obtain up to 45 panel hours and six (6) bell runs
- Have logged at least 360 panel hours at any time working either as an LST or as an assistant LST
- Must hold current:
 - DMT or First Aid certificate - issued within 3 years of the application date
 - CPR and Oxygen Management certifications - issued or demonstrated within 12 months of the application date

Candidate must be formally recommended by an offshore diving company active in contract work following satisfactory offshore reports confirming competence.

- 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.

NOTE: Offshore Air and Offshore Air & Bell courses can be completed concurrently if pre-requisites are met for both TOSA and TOSB certifications.

APPLICATION CHECKLIST

Follow the steps below when submitting an application to gain a 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"> ▪ 60 days for a TOSA ▪ 90 days for a TOSB (from Part 4 diver) ▪ 45 days for a TOSB (from an Air Supervisor)
2	<p>Get a Letter of Recommendation from your employer</p> <ul style="list-style-type: none"> ▪ 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	<p>Gather the following documents to support your application:</p> <ul style="list-style-type: none"> ▪ The signed Letter of Recommendation ▪ Copies of your dive logs. These copies can be emailed to ADAS, or saved electronically and uploaded to the application form Note: Dive logs MUST be dated, signed by a supervisor, show a company stamp, and show a variety of dive depths and work. ▪ Your current TOSA / TOSB or international offshore supervisor certification ▪ Your current First Aid or Diver Medical Technician (DMT) certification - issued within 3 years of the application date ▪ Your current CPR and Oxygen Administration/Management certifications - issued or demonstrated within 12 months of the application date
4	<p>Submit an application form to ADAS</p> <ul style="list-style-type: none"> ▪ When you are satisfied you have met all the pre-requisites and have all the documentation asked for, complete the Offshore Supervisor Application found on the ADAS website.
5	<p>ADAS processes the application</p> <ul style="list-style-type: none"> ▪ 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 Offshore Supervisor Certification arrangements information pack found on the Offshore Supervisor Application information page.
6	<p>Examination Results</p> <ul style="list-style-type: none"> ▪ After you sit and pass the examination, ADAS will advise you of your results by email. ▪ Candidates who pass the examination will be issued with a substantive ADAS Offshore Air or Air & Bell supervisor certification. ▪ Unsuccessful candidates will be provided with information regarding further examination attempts.

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:
 - 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

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.