

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