



The Association of Diving Contractors

Membership Information Booklet - 2012

(Issue 1 - Jan 2012)

www.adc-uk.info



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1. Information About ADC

The Association of Diving Contractors (ADC) was set up as a separate organisation in January 1995 to represent those diving contractors who work inland and inshore in the United Kingdom and Ireland. Prior to that date the organisation had existed as the inland / inshore section of the Association of Offshore Diving Contractors (AODC).

ADC liaises on behalf of its members with the Health and Safety Executive and other organisations who recognise ADC as speaking on behalf of the majority of companies involved in this industry.

The stated objectives of the Association are:

- to promote commercial diving in those business areas in which members are active;
- to establish uniform safe standards and to encourage industry wide observation of them;
- to encourage the enactment and enforcement of appropriate laws for the protection and regulation of commercial diving;
- to monitor and advise members of current and proposed UK and relevant EC legislation and to issue general information notes connected with the industry;
- to do anything which seems to the Membership or Management Committee to be in members' interests.

Categories of Membership.

There are four grades of membership within the Association -

- 1) Full Members (Voting)
 - 2) Associate Members (Non voting)
 - 3) Corresponding and Overseas Members. (Non voting)
 - 4) Certificated Supervisor Members (Non voting)
1. **Full Membership** shall apply to all diving contractors of any size who are based and work in the UK or Ireland, who are involved in commercial diving operations. This category includes national, institutional or other organizations who provide diving services for their own particular activity, waterway or specialist facility, but who do not necessarily operate as independent diving contractors
 2. **Associate Membership** shall be limited to client groups, business or other organisations based in the UK or Ireland who may supply support services to the diving industry including manufacturers of equipment or training establishments, but who do not directly act or intend to operate as diving contractors.
 3. **Corresponding and Overseas Members** shall apply to clients, other groups or associations based outside the UK not covered by items 1 or 2 above.
 4. **Certificated Supervisor Membership** is available to any ADC Certificated Supervisor who may wish to be kept aware and up to date on the activities of the Association and be included on the circulation list for all reference information.



2. What does Membership provide?

ADC seeks to actively promote the common interests of diving contractors as well as seeking improvements in health, safety, environmental and technical standards through various means including publication of guidance notes, the issuing of safety alerts and keeping members apprised of regulatory developments.

The website includes a members area where access to technical notes and supporting reference information will be held in archive files. In addition the secure members area, accessible by password and username, will include a notice board and new information alert.

ADC will continue to provide regular information and safety notes that will be distributed exclusively by E Mail. All other contact with existing and prospective members will primarily be E Mail.

The Association will seek to promote industry best practice by developing and distributing guidance documents based on members experience.

Efforts to extend the membership to more organisations involved in Inland / Inshore diving activity will continue with presentations to client bodies and other third party organisations.

ADC will assist with advising those involved in the industry but not part of the Association, that membership of a recognised trade association can be advantageous to their business in that it defines the standard to which a company operates, in addition to the benefits it receives by way of support services and documentation.

The Association will actively promote the specialist insurance scheme for Inland / Inshore Diving companies operated by Houlder Special Risks.

Copies of the Monthly Update that will be distributed to all Members in addition to the ADC Newsletter that is circulated to members three times per year.

A copy of the ADC Constitution is available on the ADC Website.



3. How to Apply for Membership.

3.1 Full Member Applications:

(It is acceptable for the complete application process to be completed via E mail)

1. Applicants should provide a covering letter submitted on their company headed paper, briefly explaining the scope of their activities and setting out why they wish to become a Full Member of the Association.
(Provision of a pre-printed brochure to support the covering letter will be acceptable.)
2. The covering letter should be supported by;
 - (1) A completed the Diving Contractor Questionnaire. (Copy Included in section 5)
 - (2) A signed Consensus Declaration. (Copy Included in section 5)
3. For the desk audit the following items should also be provided with the initial application;
 - (3) A copy of the letter of issued by the HSE confirming the applicant is notified to HSE as a Diving Contractor. *(The address on the HSE letter should be the current trading address of the applicant)*
 - (4) A copy of the current employers' liability compulsory insurance (ELCI) certificate showing that it applies to diving personnel employed by or whose services are used by the company for the purposes of commercial diving.
 - (5) A copy of the most recent audited accounts.
(Contractors who can demonstrate a annual turnover in the previous trading year of less than £350,000 will be entitled to a 50% discount on the annual membership fee.)
 - (6) Three recent references from clients confirming that the company has worked for them satisfactorily as a diving contractor.
 - (7) Sample copy of project documentation to allow a desk audit review to gain an understanding of the way in which diving operations are planned and conducted by the applicant company.
4. New companies, unable to provide all of the above should submit the extent of information available to them, and provide an explanation of their particular circumstances in the covering letter. The secretary will review the information provided then respond advising the most appropriate course of action.
5. The support of two existing Full Members of the Association is also required. However upon receipt of the application and completion of the initial desk audit, the Secretary will approach the existing membership to obtain the required support on behalf of the applicant.
6. Having completed the desk and obtained any outstanding information from the applicant, the Secretary will formally advise applicant if Membership is to be offered, set out the details of the initial invoice, and forward a copy of the proposed entry that will be used in the database to ensure it is accurate.
7. Upon payment of the membership invoice the new members details will be added to the database, a membership folder will be compiled, the annual certificate will be issued, details will be added to the website, and an assortment of supporting documentation will be forwarded to assist the contractor in planning and conducting diving operations.



3.2 Associate Member Applications:

(It is acceptable for the complete application process to be completed via E mail)

1. Applicants should provide a covering letter on their company headed paper, briefly explaining the scope of their activities and setting out why they wish to become a member of the Association.
(Provision of a pre-printed brochure to support the covering letter will be acceptable.)
2. The covering letter should be supported by;
(1) A completed Associate application form (Form AM/02/12) submitted on company headed paper. *(Copy available in Section 6)*
3. Applicants are invited to append any additional information they consider to be appropriate to support their application.
4. Upon receipt of an application, the Secretary will initially confirm receipt and advise the existing membership that the applicant is seeking Associate membership.
5. Assuming there is no reason why the applicant should not be offered membership, the Secretary will advise the applicant in writing, forwarding the membership invoice.
6. Upon payment of the membership invoice the new Associate Members details will be added to the database, the initial annual certificate will be issued, details will be added to the website, and an introductory pack with an assortment of information about documents provided by the Association will be provided.

3.3 Corresponding / Overseas Member Applications:

(It is recommended that the application process is completed via E mail)

2. Applicants should provide a covering letter on their company headed paper, briefly explaining the scope of their activities and setting out why they wish to become a member of the Association.
(Provision of a pre-printed brochure to support the covering letter will be acceptable.)
2. The covering letter should be supported by;
(1) A completed Corresponding / Overseas application form (Form CO/01/12) submitted on company headed paper. *(Copy available in Section 6)*
3. Applicants are invited to append any additional information they consider to be appropriate to support their application.
4. Upon receipt of an application, the Secretary will initially confirm receipt and advise the existing membership that the applicant is seeking Corresponding / Overseas membership of the Association.
5. Assuming there is no reason why the applicant should not be offered membership, the Secretary will advise the applicant by E mail, forwarding the membership invoice.
6. Upon payment of the membership invoice the new Corresponding / Overseas Members details will be added to the database, the initial annual certificate will be issued, details will be added to the website, and an introductory pack containing information about documents provided by the Association will be issued.



4. Subscriptions and Charges.

4.1 Subscriptions.

The subscription fees for the current year as well as all other appropriate charges are listed in Appendix 1 of the Constitution and included here for reference.

Applications received up to 30th June will attract the full year subscription.

Applications received after the 30th June will be invoiced at 50% of the indicated membership rate.

4.2 Charges for 2012

Appendix 1 - To the Constitution (2011)

Approved by Members at 2011 AGM

Subscriptions and Charges: (Applicable from 1/1/2012)					VAT
(Issue 1 - 2012)					Rate
No	Description	Unit Cost	Total Inc VAT, Post and Packing	Remarks	
1. Membership Fees and Subscriptions: (Applicable 1/1/12 - 31/12/12)					
1.1	Full and Non-Contracting subscription.	775.00	£ 930.00	Includes full website access and access to copies of all documents issued by ADC.	20
1.2	Full Members with 50% subscription relief.	387.50	£ 465.00	Applicable for members able to show an audited turnover of less than £350,000 in the previous year.	20
1.3	Associate Members	270.00	£ 324.00	Diving industry support services	20
1.4	Associate Corresponding Members (Overseas)	280.00	£ 280.00	Change to cover increased postage charges.	-
1.4	Joining Fee (One of cost)	725.00	£ 870.00	Applicable to new Full Members and includes for the provision of the Members Information Folder and an initial audit, when considered applicable.	20
2. ADC Supervisors Scheme:					
2.1	Association Members: Initial Enrolment and Examination Fee.	75.00	£ 75.00		-
2.2	Non Members: Initial Enrolment and Examination Fee.	150.00	£ 150.00		-
2.3	Exam resit fee	40.00	£ 40.00		-
2.4	Replacement or lost Certificate / Card.	40.00	£ 40.00	Plastic card format	-
3. ADC Publications:					
3.1	Professional Divers Logbook - Inland / Inshore. (Brown)	12.00	£ 14.40	Members price (1-5)	20
3.2	Professional Divers Logbook - Inland / Inshore. (Brown)	15.00	£ 18.00	Non- Members price (1-10)(Discount over 10 subject to order value and weight)	20
3.3	New ADC Diving Supervisors Manual (Loose Leaf)	20.00	£ 20.00	Existing Certificated Supervisors (Inc P&P in the UK)	-
	New ADC Diving Supervisors Manual (Loose Leaf)	30.00	£ 30.00	Members	-
	New ADC Diving Supervisors Manual (Loose Leaf)	45.00	£ 45.00	Non- Members	-
	Update Pages (Also available on the website as a pdf file) Applicable for each update, currently Issue 3 October 2011.	7.50	£ 7.50	Printed and punched, inc post to a UK address	-
3.4	Model Format Documents: 1. Safety Management System 2. Assurance of Diving Plant and Equipment	35.00	£ 35.00	Members (Full members are provided with one free copy at the time of initial issue)	-
	Model Format Documents: 1. Safety Management System	40.00	£ 40.00	Available to Non - Members	-
	2. Assurance of Diving Plant and Equipment	40.00	£ 40.00	Available to Non - Members	-
3.5	ADC Safety DVD - 001 Planning the Job - A Guide for Clients and Contractors	25.00	£ 30.00	Members price	20
3.6	ADC Safety DVD - 001 Planning the Job - A Guide for Clients and Contractors	30.00	£ 36.00	Non-Members price	20
3.7	ADC Code of Practice for Diving on Renewables Projects. (Available from 1/1/2012)	25.00	£ 25.00	Members Price (Full members are issued with a copy as a PDF file, also available to Full Members on the ADC Website)	-
	ADC Code of Practice for Diving on Renewables Projects. (Available from 1/1/2012)	30.00	£ 30.00	Non- Members Price	-
3.8	ADC Guidance Procedure Documents (Pre-Printed)	5.00	£ 5.00	Members Price. (Inc P&P to a UK address) (Available to Full Members as PDF files on the ADC Website)	-
	ADC Guidance Procedure Documents (Pre-Printed)	£7.50	£7.50	Non-Members price. (Inc P&P to a UK address)	-
	Guidance Procedures Available from 1/1/2012				
	GP-001 Diving From, on or in Close proximity to Merchant Vessels - Protocol for Isolating Machinery Systems				
	GP-002 Identification, Assessment and control of Differential Pressure Hazards				
	GP-003 Noise Exposure of Divers Guidance on Mitigation Measures				
	GP-004 Using USN Decompression Tables, Rev 6				
	GP-005 Access and Egress Arrangements.				
Conditions and Limitations:					
1	Prices are subject to change without notice. (Check with the ADC office if you are unclear on any item)				
2	All totals where applicable, include VAT at the current rate, postage and packing to a UK address.				
3	Items related to the ADC Supervisors scheme and 3.3, 3.4, 3.7 and 3.8 do not attract VAT.				
4	Updated to include current VAT rate of 20%				

5. Forms for Full Member Applicants.

(A Word copy of this format is available if required)



Diving Contractors Questionnaire and Consensus Declaration

Intended for Completion by all new Full Member Applicants

Document No: ADC/DCQ/001

Part 1	Introductory Text
Part 2	Contractors Details
Part 3	Health & Safety Matters
Part 4	Diving Operations Planning and Conduct
Part 5	Consensus Declaration

Issue 1 – November 2011

All information provided will be treated as Private and Confidential

ADC Diving Contractors Questionnaire (DCQ)

Part 1: Introductory Text:

- 1.1 Following a vote of Members taken at the 2011 Annual General Meeting it was decided that as a further refinement of the new Full Member joining requirements and Annual Desk Audit - conducted as part of the annual renewal – applicants would be required to complete a diving contractor questionnaire, based on the pre-qualification format documents that are used extensively to evaluate the suitability of contractors for specific work activities. The intention being to establish a more accurate understanding of the range and diversity of activities carried out by Full Members of the Association.
- 1.2 The questionnaire that follows should be completed by all new members and will form a key part of the application process.
- 1.3 Based upon the review of the questionnaire and the information provided with it, ***new members may be subject to an on site Audit to confirm the details included in the questionnaire are accurate.*** The audit to be carried out by the Secretary of the Association, before acceptance into membership is confirmed, using a standard format adopted by the Association and embodied in the Constitution.
- 1.4 The Secretary will only use the information provided in the questionnaire to review the activities of the member in the same way as the desk audit of all members has been carried out for the last five years.
- 1.5 All information held by the Secretary will be treated as private and confidential. Details will not be disclosed to another member or third party. Should there be a request from a third party for disclosure of information for evaluation purposes, the Secretary will not release any information held on file, without the express permission of the member involved being sought first, and approval to do so obtained in writing.
- 1.6 You are requested to return the questionnaire with your initial application.
- 1.7 There is still a requirement to provide at least one supporting document referred to in the questionnaire, records held by ADC on each Full Member will continue to include a copy of the ELCI Certificate issued by your insurers. The certificate provided should make specific reference to the activity of commercial diving.
- 1.8 Members are permitted to submit any other documents that they consider would be appropriate to supplement or support information or answers referenced in the questionnaire. Please ensure that any supporting documentation that is to be provided is clearly highlighted in the relevant section of the questionnaire.
- 1.9 Please answer the questions as accurately as possible. There is no requirement for long explanations, a short sharp summary that responds to the question should be adequate.
- 1.10 All parts of the questionnaire should be completed before it is returned. Otherwise, it may not be possible to complete the desk audit or progress the application until all required information is made available.**
- 1.11 New Full Member applicants should also complete and sign the Consensus Declaration in Part 5 of the DCQ. This declaration is a one time activity only, only the DCQ element will form part of the annual desk audit. There is no need to transfer the format to your headed paper, completion of the form as set out will be adequate.
- 1.12 **This DCQ document and consensus declaration can be made available a Word file format for completion without printing, although signed copies are still required for the records.**

ADC Diving Contractors Questionnaire (DCQ)

Date Completed DCQ:		By Whom?	
Part 2 – Contractors Details:			
Contractor Name:			
Main Office Address: <i>(Including Postcode)</i>			
Support Office / Workshop Address: <i>(Where appropriate)</i>			
Main E Mail address:			
Tel No:		Fax No:	
Name of Principal Point of Contact for ADC:			
How many directly employed, permanent staff do you have?		Admin /Management Working personnel:	
How many self employed diving personnel are working TODAY?		What is the max number of SE Personnel working on one day in the last year?	

Other Memberships / Accreditations: (List details below)			
<i>Organisation</i>	<i>Areas of work covered</i>	<i>Number</i>	<i>Date of Expiry</i>

External Audits Completed: (ISO 9001, 14001, 18001 or similar)			
<i>Organisation</i>	<i>Scope of Audit</i>	<i>Ref Number</i>	<i>Date of Expiry</i>

This table can be extended if required to summarise any number of Accreditations, memberships of audits you complete annually.

ADC Diving Contractors Questionnaire (DCQ)

Part 3 – Health & Safety Matters:			
No	Question	Contractors Answer(s)	
1	Do you have a Health & Safety Policy?		When was it last reviewed?
2	Who is primarily responsible for H&S matters?		
3	What training have they been provided?		
	What induction or specific H&S training is provided to personnel?		
4	What duration is the training?		How often does this occur?
5	Do you conduct internal audits of H&S activity?		How often is this carried out?
6	Who provides your Insurance cover:		When is valid till?
You are required to attach a copy of your current ELCI certificate to this questionnaire			
7	Who provides basic PPE?		
8	Do you expect SE Personnel to provide their own PPE?		
9	What do you consider to be the minimum acceptable PPE for work on a dive site?		
10	How are accidents / incidents reported, recorded or documented?		
11	How many accidents / incidents occurred in the last year?		How many were RIDDOR?
12	Have been issued with any Notices from HSE? <i>(Last 3 Years)</i>	Improvement	Issue Dates:
		Prohibition	Issue Dates:
13	What do you consider to be the most important legislation applicable to your activity, other than DWR 1997?		
14	Are copies of Diving Certificates and Medicals kept on file?		For how long?
15	How are manual handling matters handled?		
16	Do you act as Appointed Person or Lift Supervisor when doing lift Ops?		Do you sub-contract lift Op requirements?

ADC Diving Contractors Questionnaire (DCQ)

Part 4 – Diving Operations Planning and Conduct			
No	Question	Contractors Answer	
1	Do you have a Diving Operations Manual unique to your Company?		When was it last reviewed?
2	Do you use ADC Certificated Supervisors?		How many ADC Supervisors do you have access to?
3	How / Where are diving operations planned and documented?		
4	Who prepares DPP and RA's?		
5	Are Diving Supervisors Involved?		
6	Who reviews DPP and RA's?		Do they countersign?
7	Who must be issued a copy of the DPP and RA?		Why?
8	Summarise your approach to Diving Team size?		
9	What is your policy on the use of SCUBA?		
10	What is your company approach to the state of readiness of the Stand-by diver?		
11	What is your company approach to Access and Egress arrangements?		
12	Provide a summary of the diving spread normally used on site?		
13	Does your on site documentation include for the management of change?		How does this work?
14	Do you have a documented Planned Maintenance regime for Diving Plant?		
15	Do you self certificate or use external service providers for the periodic certification of diving equipment?		
16	What interval is acceptable for the certification of diving Equipment?		
17	Do you provide copies of certificates for use on site?		
18	What First Equipment and O ² do you provide for site use?		
19	How is defective equipment handled whilst on site?		

ADC Diving Contractors Questionnaire (DCQ)

Part 5 – Consensus Declaration:

*New Full Member Applicants only need to
Return this as part of your application for Membership*

To: **The Secretary of ADC**
8 Dorset Road,
Talbot Woods,
Bournemouth. Dorset. BH4 9LB.

Full Member Declaration

We, _____ and _____, Director / Principal
Of (Company Name)

We confirm that it is the wish of the aforementioned organisation to become a Full Member of the Association of Diving Contractors.

We hereby agree on behalf of our company to abide by the Constitution of ADC, to act as a responsible Full Members of the Association, adhering to all aspects of the Consensus Declaration set out below.

Consensus Declaration	
We agree to.....	
1	Conduct all diving operations in accordance with the requirements of the DWR 1997, and the appropriate Approved Codes of Practice.
2	Comply with all applicable legislation and as far as reasonably practicable, will adhere to current or relevant industry guidance or best practice.
3	Conduct the planning and risk assessment required for all diving operations in a methodical manner, issuing documents to the client and designated Supervisor prior to the work commencing on site. Ideally the Supervisor to hold current ADC Certification.
4	Ensure that achievable emergency arrangements are developed for each diving operation conducted by this company, and where possible an exercise carried out to prove its effectiveness.
5	Adhere to the industry best practice requirement to have the stand-by diver available at an immediate state of readiness, fully dressed in, positioned close to the entry point, with only the helmet to be added to achieve entry to the water in the shortest possible time.
6	Normally conduct all operations using either lightweight mobile or full specification surface supplied diving equipment.
7	Using a team size that will always be appropriate to the task being carried out, will never comprise less than a four man team – <i>this being made up of qualified divers or suitably competent support personnel, not labourers, crane drivers or other site personnel unfamiliar with diving operations, selected to make up numbers at the worksite</i> - for routine inspection tasks, this team size to be increased depending on the requirements of the task.
8	Carry out all diving and associated activities with equipment that will be serviced and inspected in accordance with a documented planned maintenance system.
9	Report any accidents, incidents or near misses to the Association to assist in advising other members to learn from and avoid events of a similar nature.
10	Hold valid and suitable insurance cover for aspects of the specific work we carry out and have available documentation to demonstrate the validity of the specified Insurances.
11	Submit to a full site audit as requested by the Association within an appropriate period, no longer than 4 weeks after notification by the Secretary.

Director/Principal:*

Date:

Director/Company Secretary /Principal:*

Date:

6.1 Associate Application Form

(A Word copy of this format is available if required)

~ Forward in this format on your Company Headed Paper ~

~ As part of the initial application ~

To:
The Secretary, ADC
8 Dorset Road,
Talbot Woods
Bournemouth. Dorset.
BH4 9LB

Associate Member Application

We, and, Director
of

hereby agree on behalf of our company to abide by the Constitution of ADC and to act as a responsible member of the Association. Accordingly we confirm that it is the wish of the aforementioned organisation to become an Associate Member of ADC.

* Director: Date:

* Director/Company Secretary: Date:

* *To be signed by either a director and the Company Secretary, two Directors, or by those who will be the principal point of contact for ADC.*

6.2 Corresponding / Overseas Application Form
(A Word copy of this format is available if required)

~ *Forward in this format on your Company Headed Paper* ~
~ As part of the initial application ~

To:
The Secretary, ADC
8 Dorset Road,
Talbot Woods
Bournemouth. Dorset.
BH4 9LB

Corresponding / Overseas Member Application

We, and, Director
of

hereby agree on behalf of our company to abide by the Constitution of ADC and to act as a responsible member of the Association. Accordingly we confirm that it is the wish of the aforementioned organisation to become a Corresponding / Overseas Member of ADC.

* Director: Date:

* Director/Company Secretary: Date:

* *To be signed by either a director and the Company Secretary, two Directors, or by those who will be the principal point of contact for ADC.*