



The Association of Diving Contractors

**Inland / Inshore
Diving Supervisors Scheme
2011**

*Scheme
Information Booklet
No 1
(Issue 1 - 2011)*

www.adc-uk.info



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The Association represents diving contractors who are involved with inland or inshore diving operations in the UK and Ireland.



Supervisors Certification Scheme 2011

1. How the Scheme Works:

The ADC Supervisors Scheme was set up by industry in 2000 as an action by the Association to promote a broader understanding of the importance of the role of the Diving Supervisor and to assist with the ongoing development of Supervisors.

It remains a prime objective of the scheme that it must not make it unreasonably difficult for good, competent, experienced personnel to enter the scheme and obtain an ADC Diving Supervisor Scheme Certificate.

Equally for the certificates to be seen by industry as a meaningful indication of competence, they must not be easy to obtain by personnel who do not have the necessary aptitudes for the task of Diving Operation Supervision.

It is recognised that this is a difficult balance to strike and so the following method of operation is designed in an effort to achieve this aim whilst seeking to ensure the ongoing competence of certificated Supervisors.

- (1) Candidates seeking to enter the scheme shall only be accepted when the Application Form (001) is countersigned by diving contractors who have notified their particulars to HSE as required under the Diving at Work Regulations 1997.
- (2) The Diving Contractor must countersign the form confirming that the candidates information is correct and that they meet all elements of the entry criteria.
- (3) It is important that Diving Contractor representative counter signing the form is a responsible person acting on behalf of the diving contractor, is clearly identified to enable random checks on applications being received. In the case of an ADC member company, this should be the person who is the official point of contact.
- (4) The application form, along with the (a) a copy of the candidates diving certification and (b) a copy of the last page from the diving log book, should be sent to the ADC office along with two (high resolution) passport size photographs of the candidate.
- (5) The appropriate payment must be received by ADC in full before the Application form will be processed
- (6) Upon receipt of a correctly completed application form, supporting documents and full payment, the ADC Secretary will register the candidate and send out the copy of the diving supervisor manual along with details about self study requirements and requesting an examinations.
- (7) Once the diving supervisor has studied the manual, the Inland / Inshore ACoP (L104), obtained an adequate understanding of the operational aspects of Diving Supervision as well as having developed an understanding of basic Health & Safety and feels they are ready to sit the examination, a completed Request for Exam Form (002) should be

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returned to the Secretary who arrange the access codes if the on-line option is selected or will provide a summary of the next planned exam sitting for those candidates wishing to do remain

- (8) The exam comprises 50 questions randomly selected from a bank of questions covering the five elements that make up the requirements of Diving Supervision:

- (1) Legislation
- (2) First Aid & Emergencies
- (3) Diving Physics and Calculations.
- (4) Operational Aspects.
- (5) General Health & Safety

The exam can be taken in one of three ways:

(A) On Line Format:

Access codes and instructions will be issued to enable the candidate to sit the exam on line.

The exam must be taken within 7 days or the codes issued will become invalid.

The exam must be completed in one continuous attempt any break in continuity will render the exam sitting void.

This exam format will be a time limited to 45 minutes and be conducted in an open book format.

No review of answers will be permitted once the exam has commenced

The pass requirement will be 85%.

Pass or fail status will be confirmed soon after completion.

(B) Conventional Scheduled Exam Format (Paper format):

Available at any of the pre-arranged exam venues.

Limited to one hour and be conducted in a closed book format.

The pass requirement will be 80%.

Papers will be marked by the Secretary as soon after completion of the exam as possible.

(C) Special Arrangement Exam Format (Paper format):

To be organised directly with the Secretary.

All costs associated with organisation and invigilation to be paid by the candidate or candidates in multiple persons are involved.

Limited to one hour and be conducted in a closed book format.

The pass requirement will be 80%.

Papers will be marked by the Secretary as soon after completion of the exam as possible.

- (9) Successful candidates will be issued with a uniquely numbered card and paper certificate. ADC will maintain a central register of valid names and certificate numbers such that details can be confirmed and validated

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easily. In addition all valid certificates will be listed on this website and an additional list of lost, stolen, replaced or withdrawn cards will be retained for reference and checking.

- (10) Candidates who fail will be notified in writing, be provided Exam Resit Application Form (006) to enable them to seek a resit, should they wish to do so. A separate charge for the resit will be applicable.
- (11) From 1st January 2011 all ADC Diving Supervisors certificates will be valid for a period 5 years from the date of issue. All existing certificates will also revert to a validity period of five years from the same date. No change to certificate numbers or change of format will be required.
- (12) All certificated Supervisors will be expected to keep a record of all dives supervised. In addition all Certificated Supervisors will be expected to complete at least one CPD session annually for years 1-4 following issue of the certificate or for those issued prior to the 1st January 2011.
- (13) CPD sessions will be available on line. In years 1-4 it will comprise a summary document that should be read and downloaded if required. An on-line signature will be required to confirm that the session has been completed.
- (14) Certificated Supervisors who fail to complete two CPD sessions will have their certificates withdrawn.
- (15) In year 5, the CPD session will comprise a validation assessment that if passed will confirm the validity of the Supervisors certificate.
- (16) Two attempts at passing the validation assessment will be permitted before a certificate is withdrawn and the need to sit a new Supervisors Exam becomes necessary.

In Summary

This review of the ADC Supervisors Scheme is seen as an opportunity to refresh and update the scheme to ensure that it remains an industry leading requirement that seeks to continually improve the quality of personnel placed in the highly responsible position of Diving Supervisor.

The CPD element and validation assessment seeks to ensure that all supervisors actively work to develop their competency and that those who do not or who withdraw from the industry are no longer able to retain a valid certificate.

ADC will continually strive to improve the standard of supervision that are available for Inland / Inshore operations.

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2. Candidate Entry Criteria:

Applications to enter the scheme will not be accepted from individuals under any circumstances.

All applications **must** be countersigned by a diving contractor.

The nominated candidate must meet the following entry criteria:

- Age:** Must be a minimum of 24 years old.
- Qualifications:** Must have held at least HSE Surface Supplied (or an equivalent) for two years.
- Experience:** Must have at least 200 commercial dives (not including training dives) using surface supplied equipment. At least 100 of these must be inland/ inshore dives carried out in the UK or Ireland. Dives carried out offshore or in other countries may count towards the 200 total but not towards the 100 inland dives.
- Training:** While candidates may have attended and passed a formal training scheme run by a training school, this is not a mandatory requirement of the scheme. ADC will make available an Inland / Inshore Diving Supervisors Manual and a guidance document that will contain guidance to the sources of all of the theoretical and practical knowledge required in relation to the ADC scheme.
- Sponsorship:** Applications must be sponsored by a senior person in an Inland/ Inshore diving contractor. In the case of ADC members this should be the formal ADC point of contact. If an application is received from a non ADC member company then the management committee will decide on the detailed level of support and recommendation required.
- Examination:** Candidates must sit and pass a 50 question examination set by ADC. This will be one of the formats outlined in the How The Scheme Works guidance above.
- Grandfathering:** ***No grandfathering facilities exist.***
- Special Cases:** The setting up of a scheme such as this did initially result in a number of special cases which did not fit into the normal rules of the scheme. ***Exceptions will no longer be made.***
- Timescale:** It is intended that diving supervisors employed by ADC members will be encouraged to hold a valid ADC Supervisor Certificate after the 1st January 2010
- Costs:** The registration fee includes all costs associated with the administration of the scheme up to and including the issue of

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certificates to successful candidates, where the on-line or scheduled exam formats are required.

Any additional costs associated with making special arrangements or coordinating independent invigilation of exams to meet the requirements of specific candidates will be in addition to the initial registration fee and be payable in advance of the exam sitting.

The current charges are published annually by the Association.

Failures:

Should a candidate fail the exam they will be allowed to resit after a gap of at least 1 month.

Should they fail the resit, the candidate must wait at least 6 months before trying attempting a further exam and they will be expected to pay the full cost associated with making an initial application.

Any person who fails at the third attempt will not be permitted to sit the exam again for a minimum period of 2 years and will again be expected to apply to be entered into the scheme in the normal way.

Chambers:

Chamber operation will not form part of the basic supervisor exams, however Supervisors should be aware that they have a requirement to know and understand the operation of chambers and may be required to control the operation of them in an emergency situation.

Competence in the operation of chambers should however be sought separately by all Certificated Supervisors.

Contractors:

All applications must be countersigned by a notified diving contractor.

By countersigning the application form, contractors are confirming that they have checked relevant documents, are aware that the candidate meets the criteria and is competent to be entered into the scheme.

The scheme administrator may be expected to conduct secondary checks but will generally be reliant on the signed form as the instruction to enter the candidate to the scheme.

Records:

ADC will retain records relating to all candidates for future reference and periodic checking.

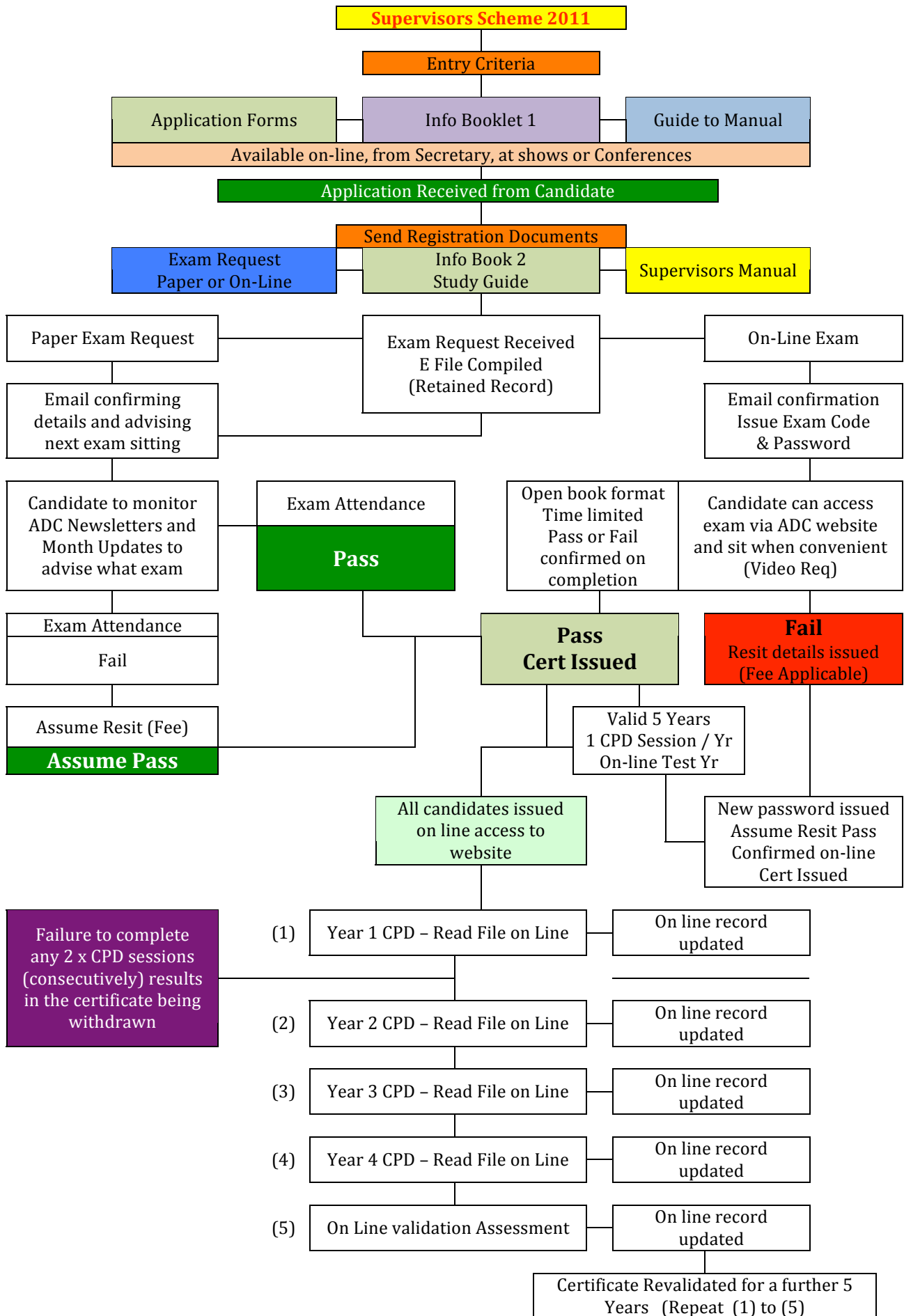
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Updated Supervisors Scheme – Valid from 1st January 2011

Guidance Flowchart:





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ADC MEMBERS APPLICATION

(Please write clearly or type. One form per Applicant)

Applicant Details:

Name :			
Home Address:			
Post Code:			E Mail Address:
Tel No:			

Sponsoring Diving Contractors Details:

Company:			
Address:			
	Post Code :		
Tel No:			
E Mail:			
Position:			
Print Name:			
Signed:			
Date:			

We consider the applicant to be competent to act as an Inland / Inshore Supervisor .

On behalf of the above diving contractor:

We confirm that the above supervisor applicant complies with the enrollment criteria:

- * Is aged at least 24
- * Has held a surface diving (not SCUBA) certificate for at least 24 months, that is on the HSE "approved" list
- * Has carried out at least 200 commercial dives (not including training dives) using surface supplied equipment
- * At least 100 of these dives were carried out Inland / Inshore in the UK or Ireland

We recommend this candidate to be enrolled in the ADC Diving Supervisor Scheme 2011.

To support this application we provide the following documents:

- (1) Copy of the applicants Diver Training Certification (1 Page maximum)
- (2) Copy of the last entry from the divers Log Book
- (3) 2 x Passport size photographs (High Resolution required)

The enrollment fee is £75 payable in advance of Registration.

(Payment by Cheque to ADC with application. A Pro-forma invoice can be provided)

ADC, 8 Dorset Road, Talbot Woods, Bournemouth. Dorset. BH4 9LB



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NON MEMBERS APPLICATION

(Please write clearly or type. One form per Applicant)

Applicant Details:

Name :		
Home Address:		
Post Code:		E Mail Address:
Tel No:		

Sponsoring Diving Contractors Details:

Company:		
Address:		
	Post Code :	
Tel No:		
E Mail:		
Position:		
Print Name:		
Signed:		
Date:		

We consider the applicant to be competent to act as an Inland / Inshore Supervisor .

On behalf of the above diving contractor:

We confirm that the above supervisor applicant complies with the enrollment criteria:

- * Is aged at least 24
- * Has held a surface diving (not SCUBA) certificate for at least 24 months, that is on the HSE "approved" list
- * Has carried out at least 200 commercial dives (not including training dives) using surface supplied equipment
- * At least 100 of these dives were carried out Inland / Inshore in the UK or Ireland

We recommend this candidate to be enrolled in the ADC Diving Supervisor Scheme 2011.

To support this application we provide the following documents:

- (1) Copy of the applicants Diver Training Certification (1 Page maximum)
- (2) Copy of the last entry from the divers Log Book
- (3) 2 x Passport size photographs (High Resolution required)

The enrollment fee is £150, payable in advance of Registration.

(Payment by Cheque to ADC with application. A Pro-forma invoice can be provided)

ADC, 8 Dorset Road, Talbot Woods, Bournemouth. Dorset. BH4 9LB