

INFORMATION NOTE

No: 03/2025 **Date:** 12th August 2025

ADC Supervisor Exam Registration Process and Changes

Dear Members,

This notice is being issued as a reminder of the Supervisor Exam Registration Process, and to update on some changes to this.

Why the ADC Supervisor Scheme

The ACoP requires that the Diving Contractor appoints a Diving Supervisor that they consider to be competent and formally confirm this in writing by providing a Letter of Appointment.

The ADC Supervisors scheme was set up as a way of assisting Diving Contractors establishing the competency of persons they are considering appointing as a Supervisor.

The presence of a valid ADC Supervisor Card indicates that the holder has demonstrated a broad range of knowledge across aspects of the skills that may be required on an Inland/Inshore dive site by studying for, sitting and passing the exam. This status shown on the ADC website should also indicate that the holder has completed annual CPD in each year since the certificate was issued.

A reminder to all UK Dive Contractors. The prime responsibility for appointing the Diving Supervisors they consider to be competent, remains with the contractor. By registering a candidate and signing the form, you as the Dive Contractor are confirming that you believe the candidate to be competent to act as a Supervisor. You are also confirming that they meet the requirements on the form, including the number of dives using SSD (200, with at least 100 of those Inland/Inshore in the UK or Ireland).

ADC Exam Registration Process

All ADC Member Dive Contractors should complete the 'Member Registration Form' and Non ADC Members should complete the 'Non-Member Registration Form'. The scheme is subsidised for ADC Members. Member Form attached to this Information Note and Email.

The following is what should be sent to the ADC office:

- 1) Completed and signed Registration form
- 2) Copy of the applicants Training Cert
- 3) Copy of the last two pages of the candidates logbook
- 4) 2 x Passport size Photos (signed by the Dive Contractor)

High quality scanned copies will be accepted if received by the Dive Contractor.

If the applicant is sending the paperwork or it is being posted, please ensure hardcopy photos have been signed on the back by the Dive Contractor.

Following receipt of correct paperwork an Invoice will be issued.

Once this has been paid, a registration confirmation letter and study aid is sent out providing details on areas to study and advising on next steps with regards to booking the exam.

UK ADC Ltd

The Association of Diving Contractors

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

ADC Exam Process

Once the Applicant is ready to sit their exam, they should complete the RFE (Request for Exam) form they were sent, indicating three possible dates and times. We will do our best to meet one of these.

Most exams are online, although we can still offer sit down exams at Regional Meetings, AGM's and in Reading.

All exams are now via Teams as Skype is obsolete. Other options can be provided if Teams is an issue.

The exam remains at 50 Questions / 1 hour exam / 80% Pass rate.

Please Note:

- An invoice will only be issued once all correct paperwork has been received. Please don't send payment until you have received an Invoice. If you have not received an invoice, please check to ensure you have sent all the correct paperwork before contacting the ADC office.
- When sending in the paperwork please ensure you advise the ADC office on whom should be invoiced, Applicant or Dive Contractor.
- Please send all paperwork on one email – currently paperwork is sometimes sent weeks apart by various people and in various forms.
- Please ensure the form is signed by the appropriate person within your organisation, main ADC contact, Director etc.
- The manual and study aid will only be sent out once complete paperwork and payment has been received.
- Applicants need to ensure they have a camera that is not on the device they are using to sit their exam. A webcam or alternative camera. Exams will be cancelled should this not be available, with an additional charge for a resit.

Additional Changes


- 1) The current cost of £100 will change to £150 with effect 1st September 2025. This is the first increase in 10 years, since 2016. The cost will continue to include:
 - Registration,
 - Hardcopy Supervisors Manual,
 - Study aid,
 - Sitting the exam,
 - Supervisors Card and Certificate,
 - Ongoing management of the annual CPD.
- 2) Applicants will now need to leave a timeline of 1 month from receipt of their study aid before they can sit their exam. This is due to the increased number of exam failures, we hope this will ensure applicants are giving themselves plenty of time to study before sitting their exam.
- 3) Any applicants who are not ready to be sponsored i.e do not have the experience, number of dives etc can purchase a supervisor manual off the ADC website to help them prepare and study. The cost of this will then be taken off the registration should the applicant not require another manual. The Study Aid is now available to members on the ADC website.
- 4) The minimum age criteria of 24 years old has been removed. Candidate to have held a HSE SSD certificate for a minimum of 2 years remains in place.
- 5) ADC recommends all ADC Supervisors maintain a Supervisors logbook. Without such a record it is very difficult for a Supervisor to demonstrate their experience and competence. Members to ensure they are supporting Supervisors with this request.

Kindest regards

Taira Caton

Taira Caton – ADC

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UK ADC Ltd	 ADC Association of Diving Contractors
ADC Supervisors Scheme 2025	

ADC MEMBERS APPLICATION

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

Applicant Details:

Name:						
Home Address:						
Post Code:				E Mail Address:		
Tel No:						
Date of Birth:	Day		Month:		Year:	

Sponsoring Diving Contractors Details:

Company:						
Address:						
	Postcode:					
Tel No:	Email:					
Position:						
Print Name:						
Signed:	Date:					

We consider this 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 competent to act as a Supervisor
- Has held a surface supplied 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 with At least 100 of these dives carried out Inland / Inshore in the UK or Ireland

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

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 two entry's from the divers Log Book
- (3) 2 x Passport size photographs (High Resolution required)

The enrolment fee is £150.00

An invoice will be issued following receipt of correct paperwork.

Payment to: UK ADC Ltd | secretary@adc-uk.info | 0333 121 5474

Please note by completing and submitting this form to ADC. You are agreeing for your data to be held by ADC and for you to be contacted for the purposes of maintaining your registration with ADC. Should you pass your exam you are also agreeing for your name, date certificated and number of CPD's completed to be shown on the ADC website as a certificated Supervisor. ADC takes your privacy seriously and will only use your personal information to administer your account and to provide products and services you have requested from us. You have the right to request and amend information we hold on you by contacting ADC. Please also take notice of our Privacy Policy on the ADC website.

UK ADC Ltd, PO Box 3138, Reading, Berkshire RG1 9FN	
<i>Members Application Form</i>	<i>Form No: MA/25/001</i>