UK ADC Ltd

Association of Diving Contractors

Inland / Inshore
Diving Supervisors
Certification Scheme

Information Booklet

UK ADC Ltd Issue 4 – 08/2018

(Includes Application Forms)

UK ADC Ltd

Association of Diving Contractors

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Issue 4 – August 2018

www.adc-uk.info

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

ADC Supervisors Scheme:

1. How the Scheme Works:

The ADC Supervisors Scheme was set up by the Association on behalf of industry in 2000, as an action to promote a broader understanding of the importance of the role of the Diving Supervisor and to assist with the on-going 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 entre the scheme and obtain an ADC Diving Supervisor Scheme Certificate.

Equally for the certificates to be seen by industry and client groups 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 on-going 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 candidate's information is correct and that they meet all elements of the entry criteria.

(3) It is important that the Diving Contractor representative counter signing the form is a responsible person acting on behalf of the diving contractor and 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:

(a) A copy of the candidates diving certification.
(b) A copy of the First and last page from the diving log book.
(c) Two (high-resolution) passport size photographs of the candidate.
(Signed on the back by the contractor to confirm the name of the applicant)

Should be submitted to the secretary with the application.

(5) Appropriate payment must be received by ADC 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 current Diving Supervisor Manual along with details about self-study requirements and requesting an examination. In addition access codes for the Supervisors area of the ADC website will also be provided.

(7) Once the diving supervisor has studied the manual provided, 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 any applicable legislation and feels they are ready to sit the examination, a completed Request for Exam Form (004) should be returned to the Secretary who will respond by E mail summarising the exam options.

(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 on the date and time confirmed by the Secretary.

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

A live webcam using a SKYPE account service will be required during the exam to allow the Secretary to invigilate the exam to ensure the actual candidate is sitting the exam without external assistance.

This exam format will be time limited to 60 minutes and be conducted in a closed book format.

No review of answers submitted for previous questions will be permitted once the exam has commenced.
The pass requirement will be 80%.
Pass or fail status will be confirmed soon after completion.

Once the on line exam format has been requested the candidate will be provided with the terms and conditions relating to this arrangement before the access codes are issued.

(B) Conventional Scheduled Exam Format (Paper format):
Available at any of the pre-arranged exam venues.
Limited to one hour and will be conducted in a closed book format.
The pass requirement will be 80%.
The Secretary will mark papers as soon after completion of the exam as possible.

(C) Special Arrangement Exam Sittings:
(Paper format)
To be organised directly with the Secretary.
All costs associated with organisation and invigilation to be paid by the sponsoring contractor, candidate or candidates when multiple persons are involved.
Limited to one hour and will be conducted in a closed book format.
The pass requirement will be 80%.
The Secretary will mark papers 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 easily. In addition all valid certificates will be listed on the ADC 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 and will be provided an Exam Re-sit Application Form (006) to enable them to seek a re-sit, should they wish to do so. A separate charge for the re-sit will be applicable.

(11) From 1st January 2011 all ADC Diving Supervisors certificates will be valid for a period of 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 Continuing Professional Development (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. Certificated Supervisors who fail to complete two consecutive CPD sessions will have their certificates withdrawn.

(14) In year 5, the CPD session will comprise a validation assessment that if passed will confirm the validity of the Supervisors certificate. 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.

(15) It will not be the responsibility of the ADC Secretary to advise or alert certificated supervisors of the need to complete the annual CPD session.

(16) Registered Supervisors or supervisor candidates will be provided access codes for the ADC website once only. Any subsequent request to confirm codes that have been lost or misplaced will attract an administration charge, to be paid to ADC in advance of the codes being confirmed.

(17) Any appeal by a Supervisor or candidate resulting from any of the above sections will be presented to the ADC Management Committee. A deposit payment of £100 will be payable by the individual making the appeal. This deposit payment to be refunded, if the committee up holds the appeal.

2. Candidate Entry Criteria:

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

A diving contractor must countersign all applications.

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: A senior person in an Inland/Inshore diving contractor must sponsor Applications. 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.

Special Cases: The setting up of a scheme such as this did initially result in a number of special cases. ***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 2011

Costs: The registration fee includes all costs associated with the administration of the scheme up to and including the issue of 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 or contractors will be in addition to the initial registration fee and be payable in advance of the exam sitting. The Association publishes the current charges annually.

Failures: Should a candidate fail the exam they will be allowed to re-sit after a gap of at least 1 month. Should they fail the re-sit, 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: A notified diving contractor must countersign all applications.

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. Candidates should refer to the ADC Privacy Policy on the ADC website www.adc-uk.info.

3. Summary

1. 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.
2. The CPD element and validation assessment every fifth year, seeks to ensure that all supervisors actively work to develop and maintain their competency and that those who do not complete the sessions or who withdraw from the industry are no longer able to retain a valid ADC certificate.
3. ADC is seeking to keep the cost of administration of the scheme to a minimum, and as a result mitigate the cost of initially obtaining and retaining a valid certificate. However this may change if the cost burden of running the scheme increases.
4. The role of Diving Supervisor is one of significant responsibility. Those Supervisors who are unable to effectively manage their own time to complete one CPD session per year, put into question their ability to manage an active site where many activities may be occurring simultaneously.
5. ADC will continually strive to improve the standard of supervisors that are available for Inland / Inshore operations, by refreshing and updating the scheme arrangements periodically.

4 Supervisors Manual - Updating Arrangements.

4.1 Purpose of the Manual

1. The Supervisors Manual has been compiled as an easy to use reference document for Diving Supervisors or others, and is provided to all candidates entering the ADC Supervisors Scheme as a self-study aid.
2. The content is not intended to cover every aspect of diving, but focuses on elements that the Supervisor will benefit from understanding and being able to refer to from time to time.
3. A knowledge and understanding of the content of this manual alone does not make someone 'competent' to supervise a diving operation, but acts as one significant step in acquiring some of the knowledge, and explains some of the range of skills that will be necessary to safely conduct diving operations in the UK.
4. On-going reference to other sources of reference material, as well as having the opportunity to practice and evolve the skills necessary, will only come from experience gained on an operational diving site.
5. Supervisors will need to have a knowledge and understanding of other aspects of commercial diving operations Inland / Inshore, as well as having the appropriate training in the use of equipment used on the site.

4.2 Layout of the Manual

1. The Second Edition of the Manual is presented in a four ring, multiple sections loose-leaf format.
2. This format has been selected as the simplest format to allow future revisions of the sections to be updated.
3. Industry Best Practice, legislation, British or European Standards and guidance documents are periodically reviewed and updated. Any number of things could therefore result in the need to revise or change text contained in one or more of the sections.

4.3 Updating Arrangements

1. When required, complete new sections will be updated and issued via the ADC website as a pdf file for download and printing by the individual owner of the manual.
2. It is currently intended that there will be no charge for downloading the updated sections to any certificated Supervisors or registered candidate.
3. Notification of the issue of an updated section will be made known via ADC circulars, primarily circulated to members, but also via industry journals and will be displayed on the front page of the ADC website.

5. Application Forms

5.1 Members Form

5.2 Non-Members Form

UK ADC Ltd

ADC Supervisors Scheme 2018

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 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.

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 enrolment fee is £100.00 payable in advance of Registration.

(Payment by Bank transfer or Cheque to: UK ADC Ltd, with application.
Contact the Secretary for bank account details and a Pro Forma Invoice.
UK ADC Ltd cannot accept payment by Card.

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

ADC Supervisors Scheme 2018

NON - 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 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.

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 enrolment fee is £160.00 payable in advance of Registration.

(Payment by Bank transfer or Cheque to: UK ADC Ltd, with application.
Contact the Secretary for bank account details and a Pro Forma Invoice.
UK ADC Ltd cannot accept payment by Card.

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.