

Application for occupational diving certificate of competence

Health and Safety at Work Act 2015 and Health and Safety Employment Regulations 1995

Before submitting your application, have you:

1. Included your **up-to-date Dive Medical Clearance** from Diving Hyperbaric Medicine Services which costs \$97.00 payable to the Diving Hyperbaric Medicine Services attained prior to applying for your Certificate of Competence Occupational Diving?
2. Completed all relevant parts and pages in this form?
3. Read and understand the requirements of the HSE regulations 1995 and implications of being a holder of certificate of competence?
4. Ensured that all persons named as referees can confirm the details provided?
5. Attached a recent passport-sized photo with your name on the back or scan and email?
6. Included copies of your current dive log or digital logs (minimum 12 dives but must show dives for each category applied for)?
7. Paid via Direct Credit Payment (print and attach to show proof of payment) or cheque made out to WorkSafe New Zealand?
8. Included a copy of your qualifications (ADAS, PADI, SSI etc)
 - a. Construction divers your official ADAS card/s or copies will be accepted (certificates are also acceptable)
 - b. Instructor/Tutors divers include evidence of your current teaching status and recent teaching experience or leadership training
 - c. Scientific divers include a letter of authorisation as a scientific diver from a recognised scientific organisation and evidence of specific scientific divers training
 - d. Include evidence of 'suitable recent training' relevant to the category/ies applied for (eg First Aid, CPR, dive course, air filler, etc).
9. Complete the Good Character and Reputation Declaration and included a Professional Reference on your behalf?
10. Renewals must be lodged prior to the date of expiry.
11. Application fees are Non Refundable. For payment by Credit Card please apply online.

Fees

Fee are **non-refundable** and include GST.

New Application \$92.00
Renewal/Replacement/Addition \$57.50

(Once expired classified as a new application)

Please put in your reference or we will be unable to match your payment with your application which could cause delays.

Please print out receipt of payment and attach to your application.

Direct Credit Payment

Account Name: WorkSafe New Zealand
Bank: Westpac Account: 03-0251-0040445-000
GST Number: 112-953-256
Please quote: your name on Remittance advice
Particulars: Last name
Code: First name
Reference: Diving

Please attach
 resent photo
 or email
 (email address
 on back page)

Applicant details

Name:

Postal address:

Residential address: Same as above

Email:

Phone:

Date of birth: DD / MM / YEAR

Do you hold a current CoC? Yes No
 If yes, number and expiry: Expiry date: DD / MM / YEAR

Category of Certificate of Competence

New Renewal Replacement Addition

Please tick the appropriate boxes below for required category:

Limited Certificates of Competence

- Scientific Yes No
- Instructor/Tutor Yes No
- Tourism Yes No
- Aquaculture Yes No
- Film and Photographic Yes No
- Part 1:** Construction diving: SCUBA to 30 m Yes No
- Part 2:** Construction diving: SSBA to 30 m including underwater tools and equipment Yes No
- Part 2: (Restricted)** Construction diving: SSBA to 30 m where underwater tools and equipment are not required Yes No
- Part 3:** Construction diving: SSBA to 50 m and chamber operation Yes No
- Part 4:** Construction Diving: Bell diving Yes No

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Information for Applicants

1. An applicant for a certificate (diving) shall (regulation 31):
 - a. fulfill the requirements of regulations 32(a) to (d)
 - b. be physically and mentally able to perform any task that it is reasonable to expect the holder of such a certificate to perform
 - c. be of good character and reputation.
2. An applicant for a certificate of competence as a diver shall (regulation 32):
 - a. have a thorough knowledge of the principles and practices of diving
 - b. have a thorough knowledge of the safe diving practices that must be followed;
 - c. have had suitable recent training and suitable recent experience in diving; and
 - d. be medically fit for diving.
3. Cancellation of Suspension (regulation 41)

The person issuing a certificate of competence is empowered to cancel or suspend certificates on the grounds that:

 - a. the certificate was issued in error
 - b. the holder's application for the certificate contained false information or evidence
 - c. the person never has been, or no longer is, a person to whom regulation 31 of the Health and Safety Employment Regulations 1995 applies
 - d. the holder has been negligent in carrying out any task as the holder of such a certificate; or
 - e. the holder has become unfit to be the holder of such a certificate.
4. Regulation 36 enables the Chief Executive or Secretary to carry out investigations for Certificates of Competence.

Details of experience

Employer's name:

Address:

Date: DD / MM / YEAR

Location:

Qualification:

Date: DD / MM / YEAR

Location:

Qualification:

Date: DD / MM / YEAR

Location:

Qualification:

Date: DD / MM / YEAR

Location:

Qualification:

Date: DD / MM / YEAR

Location:

Qualification:

Date: DD / MM / YEAR

Location:

Most recent training:

Date: DD / MM / YEAR

Location:

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Provide name and address of someone who, can act as a referee as to your suitability to hold a CoC and attach a professional reference supporting your application.

Name:	
Address:	
Email:	
Phone:	
Reference attached:	<input type="radio"/> Yes <input type="radio"/> No

Good character and reputation declaration

Self-declaration

I declare that:

- the information provided in this application is true and correct
- I am of good character and reputation (as per the definition*)
- I am aware of and adhere to the requirements of Good Practice for Occupational Diving as defined in the Guidelines for Occupational Diving and other Industry Standards and Guides
- and know of no reason why WorkSafe would consider withholding or declining my application for an Occupational Diving Certificate of Competence.

I further declare that I shall advise WorkSafe should my situation change in regards to the above declaration.

OR

I declare that:

- the information provided in this application is true and correct however I am unsure of the above declaration by the following reason:

Full legal name:	
Date:	DD / MM / YEAR
Signature:	

Further information on Certificates of Competence processes is available by accessing the Occupational Diving Guidelines 2004: worksafe.govt.nz

Your application will not be processed if any of the stated items are not supplied (on front page).

Applications for Certificate of Competence Occupational Diving

Certifications, Approvals and Registrations
WorkSafe New Zealand
PO Box 165
Wellington 6140

Email: occdiving@worksafe.govt.nz

Phone: 0800 030 040

Website: worksafe.govt.nz

Applications for Diving and Hyperbaric Medical Services

Diving and Hyperbaric Medical Services

(Applications by email or via the website)

Email: divemeds@gmail.com

Website: www.divemedical.co.nz

* Definition

The 'Good character and reputation' requirements are assigned under Sections 31(c) of the Health and Safety in Employment Regulations 1995. WorkSafe interprets these regulations and this requirement to mean that the applicant:

- has no past or pending criminal offences relevant to the performance of their duties as an Occupational Diver
- has not had a previous application for a CoC declined or refused
- has not had a previous CoC suspended or removed
- has not engaged in any unlawful activity whilst Occupationally Diving
- and would have no safety, medical, or past performance reason to be refused work as an Occupational Diver.