



# Commercial Diving Association (Singapore)

## Applicant's Declaration

Ver 15 Oct 2010

Applicant: \_\_\_\_\_

Membership Type

Corporate

Individual

Associate

Student

Corporate Members			
	Requirement	Evidence	Verification
1	<b>Eligibility</b>		I/We verify that I/We meet the stated requirements
1.1	Applicant is required to be a legally registered Corporate entity, registered with the appropriate national Regulatory body (Registrar of Companies Singapore or equivalent Registrar for a non-Singapore registered Company).	Certificate of Registration from Registrar of Companies, or equivalent.	Yes / No
1.2	Corporate members are members that engage in the conduct of Commercial Diving.	Company profile, with past Diving Projects Documentation of Diving Projects carried out Company Website (if any)	Yes / No
2	<b>Legal Compliance</b>		
2.1	Applicant is required to comply with legal requirements with regards to Work Injury Insurance and Public Liability Insurance, or equivalent.	Valid and current Work Injury Compensation Insurance and Public Liability Insurance, or equivalent, other licenses required to operate within Singapore MPA Boat requirements etc	Yes / No
2.2	Applicant is required to comply with legal requirements with regards to Safety Risk Management of Diving Operations carried out. Ref Work Place Health and Safety Act; Technical Advisory for Inland / Inshore Commercial diving	Risk Assessment forms Safe Work Procedures Inspection of Equipment. Interview of Personnel	Yes / No

		OR BizSAFE Level 3 Certificate	
<b>3</b>	<b>Adherence to Industry Best Practice</b>		
3.1	Health & Safety Applicant Company should demonstrate commitment to ensuring the Health and Safety of all its employees.	Health & Safety Policy Environment Policy Any Accreditation Certification such as OHSAS; BIZSAFE; ISO	Yes / No
3.2	Dive Planning: Applicant is required to demonstrate that, in the conduct of Diving Operations, the Health & Safety of the Personnel is paramount.	Applicant is to produce an Approved Code of Practice, Technical Advisory, Industry Code of Practice, Company Diving Health & Safety Manual and/or Diving Operations Manual, Emergency Procedure / manual, Dive Plans and Risk Assessments and other documented Standard, against which the Applicant's Diving Operations are carried out.	Yes / No
3.3	Manpower: Applicant is to demonstrate that the Company has sufficient manpower to carry out the Diving Operations	Organisation Chart, with Dive Teams. Meet the Divers/Supervisors, if available. If the number of full-time staff is not sufficient, view list of Freelance personnel, if applicable	Yes / No
3.4	Manpower: Applicant to demonstrate that the Dive Supervisors / Divers are sufficiently competent to carry out the Dive Works.	Recognised Supervisor / Commercial Diver Certification OR a training plan to assess/ train current personnel within a 12month period from application.	Yes / No
3.5	Manpower Ideally, the Applicant should demonstrate that he has plans for Training & Instruction with regards to his Divers & Supervisors (in-house or external).	Examples are: Accredited / approved Certificates of Competency or Training Plan And/or Evidence of In-house Training or Toolbox	Yes / No

		talks etc such as Attendance sheets etc	
3.6	Equipment: Applicant is to demonstrate that the Company has sufficient equipment to carry out the Dive Works in accordance Technical Advisory for Inland / Inshore Commercial Diving	Dive Equipment on the premises, or inventory of equipment if the equipment is out “on job”, OR Show evidence that the required equipment is rented / leased etc from an outside source (e.g. MOU, Terms of Agreement, or other document showing a relationship between the Dive Company Applicant and the supplier).	Yes / No
3.7	Equipment: Equipment should be properly maintained, especially those items whose maintenance or inspection schedules are required by Law (e.g. LP pressure vessels, diving bottles, lifting slings etc)	Equipment should be maintained, with records of planned maintenance recorded as required by Technical Advisory for Inland / Inshore Commercial diving	Yes / No
3.8	Emergency Response: Applicant Company is to demonstrate Emergency Response capabilities appropriate for its activities	Documented Emergency Response Plan Provision of First Aid Kits (Legal Requirement) Medical O2 Kits (SS511 requirement) First Aid training for Divers (SS511 requirement)	Yes / No

Individual Members			
	Requirement	Evidence	Verification
	<p>Applicants for Individual Membership has to demonstrate that he/she has been engaged in the practice of or associated with some branch of the Commercial Diving (CD) Industry as follows:</p> <p>Commercial Diver / Supervisor  Commercial Diver Support Technician (Medic, LST etc) / Supervisor  Or  Has attained such degree of standing in some branch of the Commercial Diving Industry as in the opinion of the Executive Committee should entitle him to be accepted as an Individual Member</p>	<p>1. Certificate of Competency (e.g. Diver, Medic or LST Certification Card) in the mentioned CD Fields. Expired Certificates must be renewed prior to Application.  OR  2. Logbooks (with entries endorsed or stamped) showing extensive experience within the mentioned CD fields  OR  3. Company testimonials showing employment as a CD Diver / Supervisor or CD Support Technician / Supervisor</p>	<p><b>Yes / No</b>  Photo-copies of Items 1 or 2 or 3 submitted together with the Application.</p>

Associate Member (Corporation or Individual)			
	Requirement	Evidence	Verification
	<p>Applicant for Associate Membership is for a Person or Corporate entity not directly associated with the Commercial Diving Industry but who is interested in some branches of the Commercial Diving Industry, such as:</p> <p>Clients: Shipyards, Shipbuilders, Marine Construction companies, OGP's etc</p> <p>Suppliers: Manufacturers, Sales, Rental or Servicing of Diving Plant and Equipment</p> <p>Training &amp; Consultancy: Training Providers, Consultants &amp; Auditors, Medical Services &amp; Consultancy etc</p>	<p>Company Profile, Website, Individual Profile of Individual Applicant etc (CV etc) or other Documented description of the Company's or Individual's activities in relation to the CD Industry.</p>	<p>Yes / No</p>

Student Member Individual			
	Requirement	Evidence	Verification
	Applicant is undergoing training, internship or instruction leading to a recognised Certificate of Competency OR a person who is planning to undergo such training, internship or instruction	Letter of Enrolment or other Documented confirmation of enrollment such as email or paid invoice of payment. (Those “planning” to undergo such training (e.g. Poly students) will be given some reasonable amount of time upon graduation to commence on a Course or Training, at the discretion of the Executive Committee.)	Yes / No

**Declaration:**

I declare that the above is true to the best of my knowledge.

Name \_\_\_\_\_

Position \_\_\_\_\_

(Corporate Applicant) \_\_\_\_\_

Sign / Date \_\_\_\_\_