



employment & labour

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Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

## REGISTRATION CRITERIA FOR DIVING ENTITIES IN ACCORDANCE WITH THE COMMERCIAL DIVING REGULATIONS, 2022.

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### **DEFINITIONS:**

“Diving entity” means divers, supervisors, instructors, chamber operators, diving contractors and commercial diving schools.

“The Department” means the Department of Employment and Labour

“The card” means a small rectangular piece of plastic containing the registration information of an individual registered with the Department.

“The Minister” means the Minister of Employment and Labour

### **PURPOSE:**

The purpose of this document is:

- (a) To provide minimum requirements for registration of all diving entities,
- (b) To ensure standardization of applications,
- (c) To enable the maintenance of quality diving entity registrations.

### **LEGAL BACKGROUND**

In terms of the Commercial Diving Regulations, 2022, the following diving entities must be registered with the Department and be issued with the certification that will be valid for four (4) years, except for the diving contractors, whose certification will be valid for one (1) year:

- (a) Divers
- (b) Supervisors
- (c) Instructors
- (d) Chamber operators
- (e) Commercial Diving schools
- (f) Diving contractors

## **TERMS AND CONDITIONS FOR REGISTRATION**

- (a) The Department reserves the right not to register any diving entity that does not fully meet the requirements whether in part or in full.
- (b) The Department reserves the right to withdraw the registration if it is discovered that the registered entity does not comply with the Occupational Health and Safety Act (Act 85 of 1993), its Regulations and all other relevant documents.
- (c) Any changes to the personnel of the commercial diving schools and diving contractors must be submitted in writing within 14 days to the Department for verification.
- (d) The Chief Inspector may deregister any diving entity that fails to comply with the requirements of the Occupational Health and Safety Act (Act 85 of 1993), its Regulations or other relevant documents. The de-registered diving entity will not be allowed to re-register until the period of four years has lapsed since the de-registration.

Applications from the commercial diving schools and diving contractors must be submitted physically to the Department at the given address below.

For the re-issuing of approval certificates/card, electronic means of submission is acceptable. If all documents are in order, the application will be processed within 60 working days. In case, there are missing documents, the Department will request the documents. If the documents are not received within the 60 days of the date of receipt of the application, the application will be closed and the person or the organization will have to re-apply.

## **DOCUMENTS TO ACCOMPANY THE APPLICATION OF THE COMMERCIAL DIVING SCHOOL AND DIVING CONTRACTOR:**

- (a) Proof of registration with Unemployment Insurance Fund (UIF)
- (b) Copy of letter of "Good standing" from Compensation Fund
- (c) Tax clearance certificate
- (d) CIPC Registration (Please ensure that the certificate is in the name of the organization applying) and
- (e) Any other information as requested in the application form.

## **RENEWAL:**

The certification period is limited to four (4) years for the divers, supervisors, chamber operators, instructors and commercial diving schools. The diving contractors' period is one (1) year. The purpose of renewing the certification is to ensure that the competency levels are reviewed within the reasonable period so that the skills and abilities of the certificate holder remain current. This will furthermore, ensure the occupational health safety of the individual and that of the teams they are working in, is not compromised.

Certification will be renewed on the basis of the applicant certifying that he/she has retained their operating competency over the previous period of certification. Applicants may be required to provide the Department with evidence of current competency (e.g. certified copies of log book and/or similar evidence demonstrating current practice in diving and/or other relevant activities). The following Table of Renewal Requirements shows the minimum experience necessary for renewal of various certificates:

TABLE OF RENEWAL REQUIREMENTS		
1.	Class VI commercial diver certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a diver, during the past 4 years at the class of certification.</li> <li>• Valid medical certificate of fitness to dive.</li> </ul>
2.	Class V commercial diver certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a diver, during the past 4 years at the class of certification.</li> <li>• Valid medical certificate of fitness to dive.</li> </ul>
3	Class IV commercial diver certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a diver, during the past 4 years at the class of certification.</li> <li>• Valid medical certificate of fitness to dive.</li> </ul>
4	Class IV supervisor certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a supervisor during the past 4 years, of which 10 must have been supervisory at the class of certification.</li> <li>• Valid medical certificate of fitness.</li> </ul>
5	Class III commercial diver certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a diver, during the past 4 years at the class of certification.</li> <li>• Valid medical certificate of fitness to dive</li> </ul>
6	Class III supervisor certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a supervisor during the past 4 years, of which 10 must have been supervisory at the class of certification.</li> <li>• Valid medical certificate of fitness.</li> </ul>
7	Class II commercial diver certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a diver, during the past 4 years at the class of certification.</li> <li>• Valid medical certificate of fitness to dive.</li> </ul>
8	Class II supervisor certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 dives as a supervisor during the past 4 years, of which 10 must have been supervisory at the class of certification.</li> <li>• Valid medical certificate of fitness.</li> </ul>
9	Class II Mixed Gas Commercial diver certificate	<ul style="list-style-type: none"> <li>• Candidate must have logged at least 20 surface-supplied decompression</li> </ul>

		<ul style="list-style-type: none"> <li>dives as a diver during the past 4 years; at least 5 of these dives must have been on mixed-gas.</li> <li>Valid medical certificate of fitness.</li> </ul>
10	Class II Mixed-Gas Supervisor certificate	<ul style="list-style-type: none"> <li>Candidate must have participated in at least 20 surface-supplied decompression diving activities during the past 4 years; at least 10 must have been supervisory and 5 must have been on mixed gas.</li> <li>Valid medical certificate.</li> </ul>
11	Chamber Operator certificate	<ul style="list-style-type: none"> <li>Candidate must have logged at least 20 chamber dives during the past 4 years.</li> </ul>
12	Instructor certificate	<ul style="list-style-type: none"> <li>Candidate must have logged at least 10 supervisory dives and 10 instructional diving lessons.</li> </ul>
13	Diving Contractor certificate	<ul style="list-style-type: none"> <li>The organization must provide the list of commercial diving projects undertaken in the past year (Minimum of 5 projects) in addition to proof of operating competency.</li> </ul>
14	Commercial Diving School certificate	<ul style="list-style-type: none"> <li>The organization must provide the list of commercial training classes and their levels provided in the past 4 years. (Minimum of 4 per year) in addition to proof of operating competency.</li> </ul>

The Department requires applicants to apply for renewal of their certification before the date of expiry on the certification held. Failure to do so renders the certificate holder's certification invalid and details of the diving entity will be removed from the active data base. Final decision on the renewal of lapsed certifications will be made by the Chief Inspector: OHS on an individual basis.

Re-issue of certification will incur a re-joining fee to cover the administrative expenses involved in reinstating the person or the organization on the database and processing of late applications.

Applications received beyond the date of expiry of the certification will be processed as follows:

- Applications received within 2 years after the date of expiry of the certification will not incur any additional charges from the fees published by the Minister, and certification will be renewed from the original date of expiry.
- Applications received after 2 years from the original date of expiry of the certification will incur a re-joining fee of R500. This fee is additional to the certification renewal fee. Renewal will provide four full years of certification from the date of issue of the renewed certificate.
- The re-joining fee may be waived at the discretion of the Chief Inspector if the applicant had a medical condition which precluded the applicant from undertaking diving work (Proof of such may be required to support the application).

## Renewal process:

To renew your Department certification, please:

1. Complete the **application form**
2. Submit the application form to the Department along with:
  - a recent colour photograph – taken within the last six (6) months
  - a certified copy of your Identity Document or Passport
  - relevant supporting documentation (as indicated on the application form)
  - proof of payment

Once your application is received at the Department, it will be checked to ensure you have submitted all the required documentation. If everything is in order, the application will be processed within 60 working days. If there is a problem with your application, you will be contacted immediately by a processing officer to explain the problem. If the problem cannot be resolved within 60 days, your application will be closed and the person or organization will have to re-apply.

## Submitting the application

An application for registration should be sent at least 60 days before the expiry of the current certification. The application can be hand delivered, posted or couriered to the Department of Employment and Labour for the attention of the Chief Inspector: OHS

## Banking details:

**Account Name:** Department of Labour

**Bank:** First National Bank

**ACCOUNT NR:** 62025135577

**BRANCH CODE:** 253145

To help us identify your payment, please quote on **REFERENCE** section as following:

**OHS: DR: your Name**

## Contact details:

<b>Postal Address</b>	Private Bag X117 Pretoria 0001
<b>Physical Address</b>	215 Francis Baard Street Occupational Health and Hygiene Laboria House Pretoria

**Email address:** [Given.Aphane@labour.gov.za](mailto:Given.Aphane@labour.gov.za)