

# AHSCP RECERTIFICATION PROCESS FLOWCHART

My AHSCP certification as a hydrographic surveyor has lapsed

OR

I am currently certified but not a member (GCA/S+SNZ), so I am applying for annual recertification

Contact AHSCP for assistance:  
ahs.cp@defence.gov.au

NO

Do I have evidence of my previous AHSCP certification?

YES

**SUBMIT THE FOLLOWING** (contact ahs.cp@defence.gov.au for an OurShare login to upload the documentation)

1. Cover letter
2. Application form for recertification in Hydrographic Surveying
3. Evidence of previous certification (Certification certificate or Panel certification letter)
4. Record of compliant continuous Professional Development (CPS) activities for the past 12 months. At least one of the CPD activities should be a significant calendar event such as a conference or seminar to the spatial industry
5. Signed logbook of practical hydrographic surveying experience for past 12 months

is it more than 4 years since my certification lapsed?

YES

NO

**+ ALSO SUBMIT**

A Referee Report.  
Provide your Referee/s (minimum of one) with a copy of the Referees Report. The referee must submit this directly to the AHSCP (ahs.cp@defence.gov.au).

**LEVEL 1 APPLICANTS ONLY:**

1. At least one Hydrographic Survey Report conducted in the past 24 months
2. Hydrographic Survey Plan/s (i.e. fair sheet / smooth sheet / drawings) for the above Hydrographic Survey Report

Panel requests further information

NO

**PANEL DECISION:  
REQUIREMENTS MET FOR  
RECERTIFICATION?**

YES

Does additional information address the shortfall?

NO

YES

**RECERTIFICATION DECISION  
APPLICANT NOTIFIED**

**Recertification not valid.  
Applicant notified**