



**Australasian Hydrographic Surveyors' Certification Panel (AHSCP)**

**REFEREE'S REPORT**

**APPLICANT DETAILS**

Name .....

Phone .....

Email .....

Employer .....

**CONFIDENTIAL TO THE AUSTRALASIAN HYDROGRAPHIC SURVEYORS CERTIFICATION PANEL**

TO MY SELECTED REFEREE, \_\_\_\_\_, in consideration for an evaluation by you concerning my technical abilities, performance, character and reputation made on this form to the Australasian Hydrographic Surveyors Certification Panel, I hereby waive any right that I might have to pursue any course of action against you for comments that you might make in your recommendation and evaluation of me in conjunction with my application for Specialist Certification in Hydrographic Surveying. During the course of my application, referees may be contacted by an AHSCP member.

.....  
Signature of Applicant

.....  
Date

**INSTRUCTIONS TO THE APPLICANT**

A minimum of **two (2)** references from your most recent supervisors or clients familiar with your technical work competency, are required. **You are to provide these reference forms to at least two (2) persons listed on the 'Logbook of Practical Hydrographic Surveying Experience' of your application. It is your responsibility to provide your chosen referees with a copy of your Logbook.** It is also your responsibility to ensure your referees (not yourself) return the completed reference forms to the Secretary, Australasian Hydrographic Surveyors Certification Panel. **The application for certification will not proceed until the two (2) references have been received.**

**INSTRUCTIONS TO THE PERSON GIVING THIS REFERENCE**

The applicant listed above has submitted an application for Specialist Certification in Hydrographic Surveying to the Australasian Hydrographic Surveyors Certification Panel. The Panel requests that you answer the questions on this form, and the Panel will, to the extent allowed by law, treat your answers in the strictest confidence. You are urged to provide full and complete facts for or against the applicant so that the Panel may evaluate the applicant's qualifications and experience. Please forward the completed form directly to the AHSCP Secretary.

**PLEASE EMAIL THE COMPLETED REFEREE FORM TO**

AHSCP Secretary  
Australian Hydrographic Office  
Email: [ahs.cp@defence.gov.au](mailto:ahs.cp@defence.gov.au)

Australasian Hydrographic Surveyors Certification Panel  
**REFEREE'S REPORT**

1. Has the applicant furnished you with a copy of their 'Logbook of Practical Hydrographic Surveying Experience'? Yes

**NOTE: Please do not complete this form until you have a copy of the Logbook.**

2. Your name:

3. Your firm's name:

4. Your position:

5. Your qualifications:

6. Contact phone number:

7. Your email address:

8. Your address:

9. Please state your qualifications or experience relevant to hydrographic surveying:

10. How long have you known the applicant? ..... years, from ..... to .....

11. What was or is your business relationship with the applicant?

.....

12. Have you and the applicant worked together as Hydrographic Surveying professionals? Yes

If so, describe circumstances and duration.

13. Has the applicant been under your supervision? Yes

If so, during what years? .....

14. To the best of your knowledge, is the Logbook representative of the applicant's current experience and ability? Yes

If no, please provide an explanation.

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15. Please rate the applicant's technical ability (select one):

**Poor Below Avg Average Above Avg Excellent**

16. Do you know of anything that would affect the applicant's suitability for Certification? Yes

If yes, please provide an explanation.

17. Based on your evaluation of the applicant's work, which role would you consider the applicant for? (Please check the relevant box and provide an explanation below):

**Surveyor-in-Charge (SIC), Lead Hydrographer, Project Management**

This person has the qualifications, experience, and skills to be trusted by their employer, and their customers, to take charge of and lead the planning, data collection, processing and reporting of complex Hydrographic Survey activities and projects.

With regards to Hydrographic Surveys, are they able to be in charge of the planning, direction of data collection, analysis of data, manage data processing activities, generate final reports, generate hydrographic geospatial products and fully describe associated survey uncertainties and standards achieved? With regards to Project Management activities, are they able to undertake project research, costings, generate project documentation, manage vessels, survey teams, subcontractors, and supporting logistical functions? This role includes management and delegation of staff, oversight and approval of processes, approval of documents, quality control and approval of data processing and as the responsible surveyor signing and guaranteeing the survey standard achieved.

**OR**

**Survey Team Member**

This person conducts hydrographic activities such as assisting in mobilisation, conduct of calibration activities, deployment of survey infrastructure such as tide gauges, online acquisition, initial data processing and generation of products required etc, under the supervision and QC/QA oversight of Surveyor-in-Charge (SIC), Lead Hydrographer, or Certified Practising Hydrographic Surveyor (CPHS) Level 1.

**Please provide an explanation of your choice above.**

18. Certification provides a level of confidence to potential employers and clients as to the competence of the applicant. Bearing this in mind, with the knowledge of the work provided by the applicant, do you personally recommend the applicant for Certification? Yes

**Please provide an explanation.**

**I have read the preceding document and have answered all questions fully and frankly. The answers are complete and are true to the best of my knowledge.**

.....  
**Signature of Referee**

.....  
**Date**