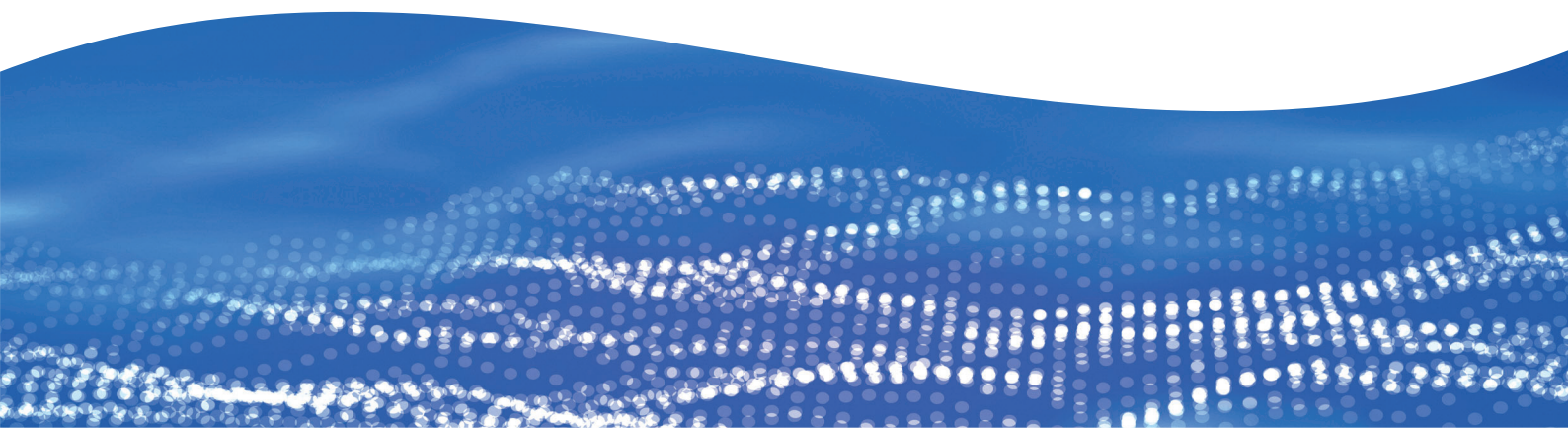




IMCA Assessment Procedure for Diving Contractor Membership

**IMCA G012 Rev. 0.2
July 2024**





The International Marine Contractors Association (IMCA) is the international trade association representing offshore marine contractors, service companies, and the industry's supply chain.

IMCA's mission is to improve performance in the marine contracting industry. Our value proposition is to influence our industry in key technical, contractual, policy and regulatory matters that are in the collective best interest of the marine contracting industry.

For over 25 years IMCA has maintained an important body of knowledge to assist our industry in the form of published guidance documents promoting good practice across a wide range of technical and professional disciplines. Documents have a self-explanatory title and are catalogued using a code containing letters and numbers. The letter indicates the discipline, and the number is simply sequential within that discipline.

Members are expected to adopt as a minimum standard the technical guidelines (published documents, information notes and other materials) produced by the Association appropriate to the technical division(s) and region(s) to which the relevant Member belongs.

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IMCA G012 Rev. 0.2

Document designation: This document is categorised as Recommended Practice

Feedback – If you have any comments on this document, please email us:

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Version History

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July 2024	Amendment of Section 4.1 IMCA Assessment Team	Rev. 0.2
July 2024	Requirement for evidence of Hyperbaric Evacuation System added to Section 3	Rev. 0.1
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Glossary

ADCI	Association of Diving Contractors International
BMS	Business management system
CPD	Continuing professional development
CSWIP	Certification Scheme for Welding Inspection Personnel
CV	Curriculum vitae (resumé)
DESIGN	Diving Equipment Systems Inspection Guidance Note
DMT	Diver medic (technician)
DP	Dynamic positioning
DPR	Daily progress report
HAZID	Hazard identification
HIRA	Hazard identification and risk assessment
HES	Hyperbaric evacuation system
HBSC	Hyperbaric survival craft
HPU	Hydraulic power unit
HRC	Hyperbaric rescue craft
HRF	Hyperbaric reception facility
HSEQ	Health, safety, environment and quality
JSEA	Job safety and environmental analysis
LARS	Launch and recovery system
MOC	Management of change
NEBOSH	National Examination Board in Occupational Safety and Health
PTW	Permit to work
QMS	Quality management system
SBM	Single buoy mooring
SCUBA	Self-contained underwater breathing apparatus
SIMOPs	Simultaneous operations
SMS	Safety management system
SPHL	Self-propelled hyperbaric lifeboat
SRP	SCUBA-replacement package
TBT	Toolbox talk

1 Introduction

This membership assessment procedure is maintained by the IMCA secretariat in accordance with the IMCA bye-laws. This document supersedes all previous information notes and other documents on this subject.

IMCA promotes improvements in health, safety, environmental, quality, technical and contracting standards and IMCA expects its members to comply with IMCA's bye-laws, codes of practice, guidelines, information notes and other materials. An entity's membership of IMCA does not constitute a representation, warranty or guarantee by IMCA that the member will perform its operations consistently in accordance with IMCA's bye-laws, codes of practice, guidelines, information notes and other materials. IMCA assumes no responsibility or duty of care to any person in respect of any operations of any member (or IMCA certified person) and IMCA shall not be liable in tort, contract or otherwise in respect of any such operations.

This document describes the membership application and assessment procedure for all companies seeking contractor membership of IMCA Diving Division, whether as new applicants or when upgrading an existing membership.

Applications, submissions and enquiries should be directed to IMCA's Membership Services team, via the IMCA website at www.imca-int.com/join or by email to membership@imca-int.com.

2 Eligibility

Contractor membership of IMCA Diving Division is only open to diving contractors that currently work offshore or have the intention to do so. IMCA defines offshore diving as diving operations carried out anywhere in the world being:

- ◆ outside the territorial waters of a country (normally 12 nautical miles or 22.2 km from shore)
- ◆ inside territorial waters where diving operations are conducted from an offshore structure, vessel or floating structure normally associated with offshore oil and gas or renewable/alternative energy industry activities.

Diving operations carried out on single buoy mooring (SBM) and renewable energy installations situated inside territorial waters are considered to fall under IMCA's definition of 'offshore diving'.

Specifically excluded from IMCA's definition of offshore diving are diving operations being conducted in support of stacked drilling rigs, coastal refineries, vessel husbandry, civil, inland, inshore, salvage or harbour works.

Applications for full contractor membership of the IMCA Diving Division will only be accepted with a letter of recommendation from an end client company. An end client company is defined as a company which has commissioned diving services from the applicant diving contractor. This would normally be an energy company (oil and gas or renewable).

Potential IMCA diving contractor members may seek third party assistance with their application. Several IMCA members provide consultancy services and can provide support with the process.

2.1 Diving Techniques

Diving contractor members are categorised according to the diving techniques used:

- ◆ surface-supplied diving, or
- ◆ surface-supplied and closed bell/saturation diving.

Contractors can apply and be assessed for either category, depending on their current set of operations. A saturation diving contractor cannot apply only for surface-supplied membership. If approved only for surface-supplied diving contractor membership, an application to upgrade to saturation diving contractor status must be made if operations are subsequently expanded.

2.2 Operational Experience – Temporary and Full Membership

To be considered for full contractor membership of IMCA's Diving Division, applicants must be able to demonstrate that they have met all the required acceptance criteria in an offshore operational setting.

Applicants must submit copies of documents that were generated during the planning, execution and completion of at least one offshore diving project. Applications from companies which have never completed an offshore diving project will not be considered for full diving contractor membership of IMCA's Diving Division.

However, applicant diving companies that have never completed an offshore diving project (but have completed inland/inshore diving projects) will be considered for temporary surface-supplied contractor membership of IMCA's Diving Division. Applicant diving companies that have never completed an offshore saturation diving project (but have completed surface-

supplied offshore diving projects) will be considered for temporary saturation contractor membership of IMCA's Diving Division

Diving contractors applying for temporary membership must be able to demonstrate that they have safety and business management systems in place in order to conduct their diving operations in accordance with IMCA D014 and other IMCA documentation. Applications for temporary contractor membership will not be required to produce completed offshore project documentation (but should supply completed examples from inshore projects where possible – for example: toolbox talks, lift planning, management of change etc).

The maximum period that a company may remain a temporary contractor member of IMCA's Diving Division is one year. The period of temporary membership may be extended for a short time beyond one year at the sole discretion of IMCA. Any decision to grant an extension to a diving contractor's temporary membership will be based upon evidence presented by the temporary member that a firm commitment to the commencement of offshore diving operations has been made. Temporary membership of IMCA's Diving Division will cease if an application for full membership is not made within this one-year period. Following the cessation of temporary membership, no re-application for membership will be accepted by IMCA for a period of six months.

3 Application and Assessment Process

The basic application and assessment process for diving contractor membership is set out below.

Current application and audit fees are published online at www.imca-int.com/membership. The IMCA audit team will not begin work at each stage until payment of all relevant fees has been received in full.

Assessment of a company's capabilities as a diving contractor and prospective IMCA member can be a somewhat complex process, which will, on occasions, take an extended period to complete. However, IMCA will endeavour to ensure that membership audit(s) are completed in an acceptable timeframe. Precise timescales will vary depending on the IMCA secretariat's workload at the time that applications and fee payments are received. IMCA does not wish to raise unrealistic expectations with respect to application processing times.

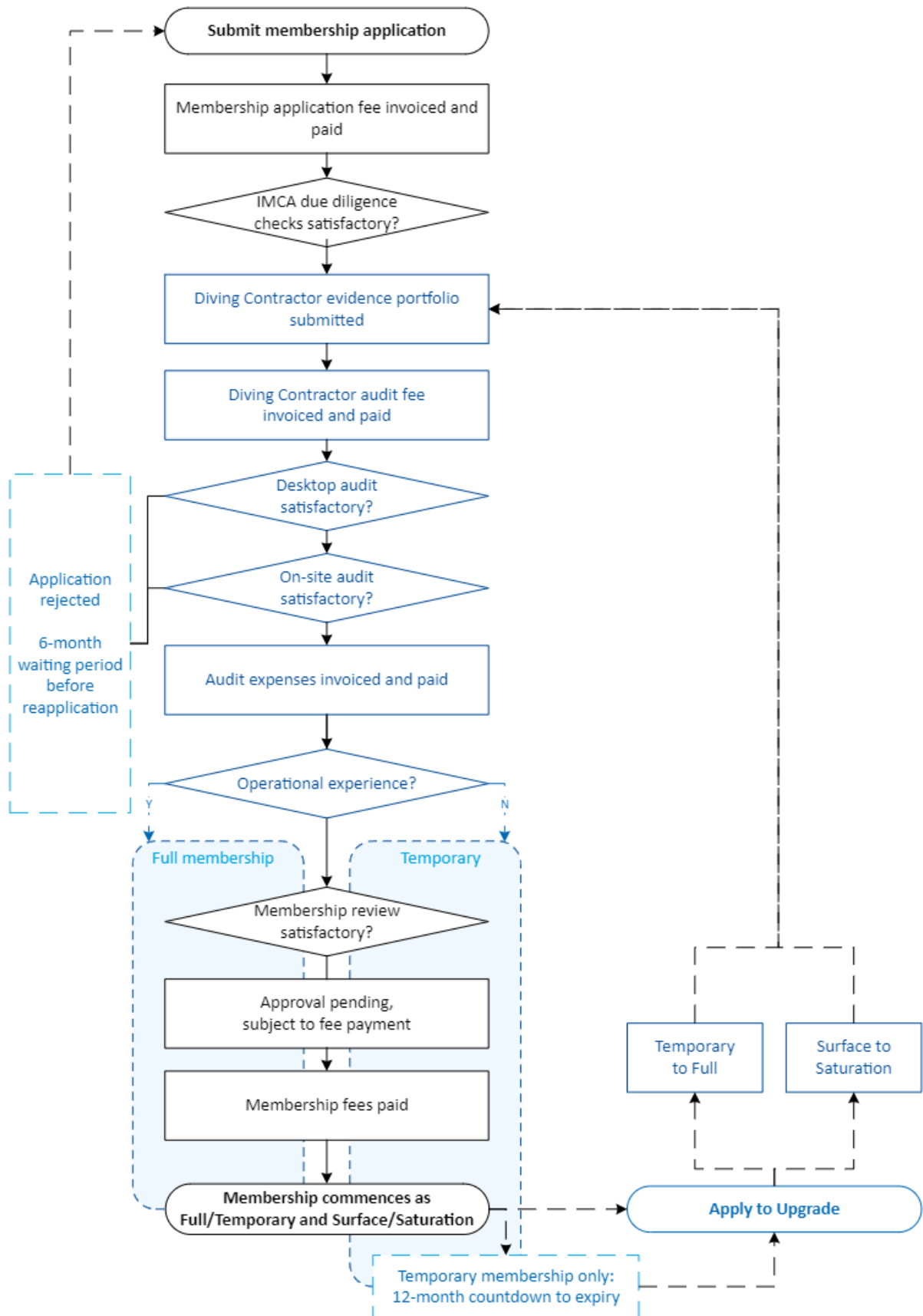


Figure 1 – Application and assessment process flowchart

3.1 Initial Application

Applicants must complete the standard membership application form available online at www.imca-int.com/join. An initial application fee must be paid before a due diligence review of the company is undertaken.

As each stage is time limited, it is recommended that applicants review the procedure, ensure that they meet the acceptance criteria and begin preparation of their evidence portfolio prior to applying online.

3.2 Evidence Portfolio Submission

Once the initial application has been accepted, the applicant will be issued with an invoice for the desktop assessment fee. Payment is required within 30 days of the date stated on the invoice.

Once payment has been received, the applicant is required to submit the evidence portfolio applicable to the type of membership being applied for.

Once the evidence portfolio has been received, IMCA will undertake an initial high-level administrative review to assess whether the application is complete. Should the application be considered incomplete, the applicant will be contacted regarding any missing documents. There will be a 30-day period, commencing on the date of IMCA's request, in which the applicant can submit the requested missing documents. If the requested documents are not received within this 30-day period, the application will be considered incomplete and will be rejected.

If the initial high level administrative review confirms the application to be complete, then the submission is released to IMCA's auditors for the desktop assessment.

3.3 Desktop Assessment

A desktop assessment of the documentation submitted as required by the application process is performed by the IMCA assessment team (see Section 4).

Following completion of the desktop audit one of four outcomes is possible. These are outlined below:

- 1) The evidence supplied demonstrates the ability of the applicant diving contractor to comply with all sections of the acceptance criteria.
- 2) The evidence supplied demonstrates the ability of the applicant diving contractor to comply with all sections of the acceptance criteria other than those relating to offshore experience. In this situation, temporary membership for a period of one year may be offered (dependant on the result of the site audit).
- 3) Minor and specified supplementation of the evidence is required to meet all of the acceptance criteria. The applicant diving contractor will be given a period of 30 days, from the date feedback was provided to provide the required documentation. Should the applicant company fail to provide the required supplementary documentation within 30 days, no re-application for membership will be accepted for a period of six months from the date on which that applicant was informed that they failed to meet the criteria.

- 4) The evidence supplied does not demonstrate the ability of the applicant diving contractor to sufficiently comply with the acceptance criteria resulting in rejection of the application. The company will receive a letter from IMCA detailing the reasons for failure. The applicant diving contractor will not be allowed to reapply for a period of at least six months from the date of the letter received from IMCA.

3.4 Site Audit

With the desktop audit having been successfully completed, IMCA will undertake a site audit of the applicant.

IMCA's auditor(s) will normally attend the contractor's offices, workshops, equipment storage facilities, yards and at least one vessel used to support diving operations. The auditor(s) will take the opportunity to discuss industry best practice with both management and other personnel in an effort to establish whether IMCA requirements are being met.

The auditor(s) must ensure that the contractor being audited is capable of operating in accordance with IMCA requirements.

The process of the site audit is as follows:

- 1) A date will be agreed and the scope of the audit will be provided.
- 2) The auditor will conduct the site audit of the applicant. At the end of the audit, the auditor(s) will discuss their findings with the diving contractor's senior leadership team, providing an opportunity to discuss any identified shortcomings and how the contractor might address these.
- 3) The auditor will provide a written report to the IMCA secretariat on their findings.
- 4) IMCA will invoice the applicant for business class travel and subsistence expenses associated with the site audit, plus a nominal uplift to reflect administrative costs. Only once payment has been received will the IMCA secretariat then provide feedback to the applicant that the site audit has:
 - a) confirmed that the applicant is able to comply with the acceptance criteria and can progress
 - b) confirmed that the applicant diving contractor appears able to comply with the acceptance criteria, but that suitable offshore operational experience is yet to be gained to fully demonstrate this capability in respect to offshore projects; the applicant diving contractor will therefore move forward on the basis of a temporary membership award
 - c) identified issues which indicate that the applicant does not demonstrate the ability to comply with the acceptance criteria sufficiently to proceed further; the application will fail and be rejected at this point.

3.5 Outcome of Assessments

3.5.1 Positive Outcome

If the audit confirms the ability of the applicant diving contractor to comply with all sections of the acceptance criteria, a recommendation to consider the applicant for membership is made to IMCA's Operations Committee. No commercially sensitive information will be distributed to the Operations Committee.

The Operations Committee will then consider the application and decide whether to:

- ◆ admit the applicant as a contractor member of the IMCA Diving Division
- ◆ accept the IMCA auditor's recommendation to admit the applicant as a temporary contractor member of the IMCA Diving Division, or
- ◆ reject the application.

The Operations Committee has up to three weeks from being informed of the audit outcome to make its decision.

3.5.2 Negative Outcome

Where an application does not meet the acceptance criteria, no re-application for membership will be accepted for a period of six months from the date on which the applicant was informed of their failure to meet the criteria. This period will allow sufficient time for the rejected applicant to prepare a new application and also allow IMCA to progress, in a timely way, those prospective members who have focused upon the quality and completeness of their application.

3.6 Appeals

Any member, applicant or other body wishing to appeal against any decision taken should notify IMCA in writing¹ of their intention to appeal and should do so no later than ten working days from the notification of the decision. IMCA's senior management team will take into consideration all the relevant details and its decision shall be final and binding.

¹ Appeals should be addressed to the CEO or Technical Director, and should be submitted to membership@imca-int.com

4 Contractor Audits

4.1 IMCA Assessment Team

For each diving contractor membership application, the IMCA secretariat will identify an assessor or team of assessors as required. While ISO 45001 lead auditor certification is desirable, technical knowledge and experience are of primary importance.

The assessor(s) must ensure (and be seen to ensure) that any assessment is carried out in a fair and equitable fashion.

4.2 Audit Templates and Checklists

IMCA will maintain standard templates and checklists for conducting contractor audits, to ensure consistency in how the membership requirements are applied.

4.3 Additional Contractor Audits

As per IMCA's bye-laws, IMCA reserves the right to undertake desktop and/or site audits of its diving contractor members at any time. Such audits may be triggered by incidents, complaints or at the member company's own request. Diving contractor members will be required to meet the cost of any re-auditing.

5 Variations to the Application and Assessment Process

For certain types of application, such as upgrades from one status to another, a more limited evidence portfolio may be sufficient. These are described below.

5.1 Upgrade to Saturation Diving Contractor Membership

Upgrading to saturation diving contractor membership of the IMCA Diving Division is only open to contractors that have already met the requirements for full surface-supplied diving contractor membership. A new evidence portfolio covering saturation diving and revised versions of documents previously assessed will be required.

With the desktop audit having been successfully completed, IMCA will undertake site audit of the applicant (see Section 3.4 for further details of this process).

If the evidence supplied demonstrates the ability of the applicant diving contractor to comply with all sections of the acceptance criteria other than those relating to offshore experience, then the application will be assessed for a temporary saturation membership (see Section 2.2).

5.2 Affiliate Membership

An affiliate member, as defined in the IMCA bye-laws, is an entity that owns, is owned by, or is under the same common ownership as an IMCA member.

Applicants for affiliate membership must meet the same criteria required of other applicants, but the initial application fee is waived. Simplifications to the procedure and evidence portfolio may also be appropriate, based on prior audits and dependent on the affiliate's location.

5.2.1 Intra-National Affiliate

For an affiliate company based within the existing member's home country, both the existing member and the applicant will be operating under the same national regulatory regime. They should have excellent communications with one another and, therefore, the applicant should have no difficulties operating in full accordance with the existing member's business management systems.

A letter of confirmations to this effect accompanied by an insurance declaration can be accepted in place of the standard evidence portfolio. These will form the basis of the desktop audit for which no audit fee will be charged. While the audit will take less time than a full review, it will be processed in turn, meaning there may a delay whilst applications received ahead of this are processed.

5.2.2 Extra-National Affiliate

For an affiliate company based outside the existing member's home country or region, a shortened evidence portfolio may be submitted (see Appendix 3).

This includes a letter of confirmations accompanied by an insurance declaration, both as for intra-national affiliates. In addition, it requires documentation relevant to local regulations and other requirements deemed more likely to vary from those previously assessed in relation to the existing member.

The standard desktop audit fee will be chargeable for such applications. While the audit will take less time than a full review, it will be processed in turn, meaning there may a delay whilst applications received ahead of this are processed. IMCA reserves the right to require a site audit, as set out in previously in this document.

In all cases, if the letter of confirmations cannot legitimately be provided, for whatever reason, then the full audit procedure will apply.

6 Acceptance Criteria

Criteria for IMCA membership are designed to be transparent, proportionate, non-discriminatory and based on objective standards.

Applicants must carefully check all provided material against the evidence portfolio requirements, to ensure that they fulfil each element. Failure of one or more elements within a section can result in failure of that section. Failure of three or more sections may result in the application being rejected.

6.1 General Acceptance Criteria

Admission to diving contractor membership of IMCA requires that the applicant:

- 1) Demonstrates the ability to undertake offshore diving activities in accordance with IMCA D014 – *IMCA international code of practice for offshore diving* and the associated IMCA documentation which outlines good practices for offshore diving. The applicant should provide details on how they:
 - a) operate an appropriate diving safety management system
 - b) select and monitor personnel
 - c) control their offshore operations
 - d) deal with medical, emergency and safety issues.
- 2) Demonstrates the ability to operate and maintain diving systems in accordance with:
 - a) IMCA D018 – *Code of Practice on the initial and periodic examination, testing and certification of diving plant and equipment*
 - b) the Diving Equipment Systems Inspection Guidance Note (DESIGN) relevant to their application:
 - i) IMCA D023 – *DESIGN for surface orientated (air) diving systems*
 - ii) IMCA D024 – *DESIGN for saturation (bell) diving systems* (if appropriate)
 - iii) IMCA D037 – *DESIGN for surface-supplied mixed gas diving systems*
 - iv) IMCA D053 – *DESIGN for the hyperbaric reception facility (HRF) forming part of a hyperbaric evacuation system (HES)* (if appropriate).

Note: The submitted DESIGN audits must have been undertaken by a third party auditors within 18 months of the application.
- 3) Has a current emergency procedure manual for the type of operations undertaken.
- 4) Has a set of current operations manuals and procedures for the type of operations undertaken.
- 5) Ensures that all diving and supervisory personnel engaged in offshore diving work are qualified in accordance with IMCA D014.

6.2 Diving Personnel

IMCA D014 sets out minimum team sizes required to conduct offshore diving operations as described below for each diving technique. IMCA Information Note 1394 – *Diver and diving supervisor certification*, as revised from time to time, lists diver training and diving supervisor certificates recognised by IMCA for offshore diving in accordance with D014.

In all cases, the diving supervisor must hold an IMCA (or IMCA-recognised) diving supervisor qualification appropriate to the type of diving they are supervising.

For full contractor membership, the dive team listed on the daily progress reports (DPRs) should hold valid IMCA recognised diving certification and medicals (copies of these should be included in the submission). Applicants that cannot provide evidence of previous projects being undertaken with an IMCA compliant dive team will only be considered for temporary diving contractor membership.

6.2.1 Surface-Supplied

The absolute minimum team size required to conduct a surface-supplied dive within the scope of IMCA D014 is five, consisting of:

- ◆ a diving supervisor
- ◆ a working diver
- ◆ a standby diver
- ◆ a tender for working diver, and
- ◆ a tender for standby diver.

There is a requirement that one member of the dive team per shift, who is not diving (other than the supervisor), is trained as diver medic.

6.2.2 Saturation

The absolute minimum team size required to support divers during a single bell run and 24 hours' life support operations is nine, consisting of:

- ◆ a diving supervisor
- ◆ two life support supervisors
- ◆ two life support technicians
- ◆ two divers inside the bell
- ◆ one diver on the surface, and
- ◆ a tender for the surface diver.

In addition to the above it may be appropriate for a relief diving supervisor to be available.

There is a requirement that one member of the dive team per shift, who is not diving (other than the supervisor), is trained as diver medic.

Additional personnel will be needed to operate winches and the umbilical, maintain specialised equipment and diving equipment, and assist in an emergency.

6.3 Diving Plant and Equipment

Applicants should own a diving system compliant with IMCA D014 and the appropriate DESIGN document(s):

6.3.1 Surface-Supplied (IMCA D023)

Diving contractors who only own SCUBA replacement package (SRP) type diving equipment are not considered to be able to fulfil the requirements of IMCA D014, so any application made on this basis will be rejected.

A long-term hire arrangement of certain items of surface supplied diving plant and equipment may be acceptable, providing the arrangement is in place at the time of the application and it is for a period of more than two years. The equipment will have to be under applicant company's control and will need to demonstrate that they have the capability of monitoring and maintaining the plant under the control of their planned maintenance system in accordance with IMCA's current guidance.

6.3.2 Saturation (IMCA D024)

A long-term hire arrangement of certain items of saturation diving plant and equipment may be acceptable, providing the arrangement is in place at the time of the application and it is for a period of more than two years. The equipment will have to be under applicant company's control and the applicant company will need to demonstrate that they have the capability of monitoring and maintaining the plant under the control of their planned maintenance system in accordance with IMCA's current guidance.

6.4 Insurance

IMCA encourages its members to purchase adequate insurance cover and to hold the following three different liability policies (as a minimum):

- 1) employers' liability insurance
- 2) public liability insurance, and
- 3) medical health insurance to provide for injured parties' immediate needs, possible medical evacuation, and any potential long-term aftercare.

Liability insurance fulfils two purposes:

- 1) to protect the insured company and its personnel in the event of a successful claim following an incident, and
- 2) to provide compensation to an injured person or their family in the event of an incident resulting from failures by the insured company and its personnel.

The amount of cover (limit of liability) should be suitable and sufficient for the company, the nature of its operations (surface and/or saturation diving) and the areas the company operates in. It is not therefore possible for IMCA to issue specific guidance on the level or nature of cover that is appropriate.

IMCA advises all members to take appropriate insurance advice from a specialist insurance broker and/or law firm. Whilst IMCA encourages all members to purchase adequate insurance

it is not able to provide specific advice and does not check insurance policy wordings to verify their adequacy.

An insurance declaration is required as part of the evidence portfolio. An example declaration is set out at Appendix 1.

6.5 Change of Ownership

Membership of IMCA is non-transferable. Any change in ownership or control of an existing diving contractor member will require a new application which will incur all relevant fees.

7 Evidence Portfolio Requirements

All material provided in support of the application must be generated by the applicant company and used during its own company activities. Any material submitted must be from offshore diving projects undertaken by the applicant within the past three years.

Except where marked, all elements require evidence to be submitted relating to the type(s) of diving technique in use. For applications to upgrade from surface to saturation membership, additional and/or updated evidence is likely to be required for each element.

Submissions must be organised as follows:

- ◆ IMCA will provide a secure online location for uploading of documentation at the required times. Submission via multiple emails with attachments will not be accepted.
- ◆ Documents must be in standard file formats – this will normally be PDF, with Microsoft Word/Excel and JPG/PNG also acceptable. For other formats, please check with the IMCA membership team before submitting.
- ◆ Each document submitted must include a reference to the numbered item(s) within the evidence portfolio submission document to which they relate. Submissions must be made in a well-structured manner.
- ◆ All submissions must be made in the English language.

Failure to adhere to the above submission requirements may result in the application being returned.

An editable version of the evidence portfolio tables below is available, for ease of marking and annotation during completion.

7.1 General Evidence

The following elements must be provided by all applicants for diving contractor membership.

No	Element	Evidence Required	Guidance
1 Company Overview			
1.1	Company history	Provide a brief summary of the company's diving experience and project history.	Applicants without offshore diving experience will only be considered for temporary surface-supplied membership. Offshore diving is defined in IMCA D014.
1.2	Management organisation chart	Provide the management organisation chart (organogram) for the onshore management of the company. Include names, titles and positions.	There should be a direct link between the HSEQ department and company's board level representatives. This reporting line should not be via the project management chain. This is to ensure the company's safety management system can function effectively outside the commercial pressures of a project team. IMCA needs to be satisfied that the applicant has sufficient human resources to support its diving projects.
1.3	Director's insurance declaration	Provide a declaration signed by a director of the applicant company confirming: <ul style="list-style-type: none"> ◆ that they have obtained professional advice from an insurance broker and consider that the insurance purchased by the applicant company is appropriate ◆ that they will regularly review the level of cover to ensure that it remains appropriate, and ◆ they will maintain adequate insurance cover throughout their membership of IMCA. 	<ul style="list-style-type: none"> ◆ Appendix 1 contains a director's insurance declaration form template which may be used by a director of the applicant company for the purpose of satisfying this requirement. ◆ The amount of cover (limit of liability) should be suitable and sufficient for the company, the nature of its operations (surface and/or saturation diving) and the areas the company operates in.

No	Element	Evidence Required	Guidance
1.4	ISO 9001 or equivalent quality management certificate	Provide an in-date quality management certificate including details of the issuing authority.	
1.5	Assistance with application	Provide information disclosing whether the applicant has had assistance from either a consultancy, individual consultant or any other organisation or individual when preparing its submission, and the degree of assistance received.	Applicants should submit the name of the individual/organisation who assisted with the application and include a brief description as to the extent of the assistance given.
1.6	Description of type of diving work currently undertaken	Provide a statement declaring whether the diving company is an existing offshore diving contractor or an inshore diving contractor wishing to become an offshore diving contractor.	If the company has not completed an offshore diving project (as defined in IMCA D014), the company can only become a temporary member of IMCA's Diving Division.
1.7	Details of the diving project(s) evidenced in support of this application	Provide a brief description of the diving project(s) used to provide the evidence required for this application.	If applying for temporary diving contractor membership of IMCA then please provide a statement to that effect.
2 Safety Management			
2.1	Health, safety and environmental policies	Provide copies of current company health, safety and environmental policies signed and dated by a senior officer at board level in the organisation.	
2.2	Safety management system: Overview	Provide an overview of the structure of the company's safety management system.	The safety management system (SMS) is often an integral part of a company's business management system (BMS). It may be easier to provide an overview of the entire BMS rather than extricating the SMS elements.
2.3	Safety management system: Diving projects	Provide a detailed overview of how the company's safety management system functions on its diving projects.	IMCA needs to be satisfied that any member company has a robust and effective safety management system which is supported at board level and is fully implemented remotely on the company's diving projects.

No	Element	Evidence Required	Guidance
2.4	Safety performance: Overview	Provide details of the company's safety performance for the previous two years.	A company's safety performance indicates its ability to operate its safety management system effectively. Whilst incidents are undesirable, IMCA is primarily concerned with how these incidents have been resolved and, more importantly, how appropriate adjustments to the safety management system will prevent incidents of a similar nature from re-occurring in future.
2.5	Safety performance: Leading indicators	Provide details of leading safety performance indicators showing how senior management monitors the performance of the safety management system.	For a safety management system to work effectively the company must produce clear leading and lagging safety performance indicators. IMCA needs to be satisfied that these indicators are monitored on a regular basis at the highest level within the organisation. Applicants must also provide their results from the previous year.
2.6	Safety performance: Lagging indicators	Provide details of lagging safety performance indicators. Applicants should demonstrate how senior management use these to monitor and continuously improve.	For a safety management system to work effectively the company has to produce clear leading and lagging safety performance indicators. IMCA needs to be satisfied that these indicators are monitored on a regular basis at the highest level within the organisation. Applicants must also provide their results from the previous year.
2.7	Lessons learnt	Provide examples where lessons learnt from safety management performance have been shared and have influenced changes in company operating procedures.	IMCA requires an example of how lessons learnt from safety performance reviews or incidents influenced change within the company operating procedures. There should be a system in place to capture lessons learnt and feed them back into the safety management system ensuring that similar adverse events are negated.

No	Element	Evidence Required	Guidance
2.8	Stop-work policy	Provide details of the company stop-work (or similar) policy.	Provide the company's current stop work-policy. This should be signed and dated by a senior officer at board level in the organisation.
2.9	Safety manager's job description	Provide details of the company safety manager's job description. This should include reporting lines, roles and responsibilities together with qualification requirements (NEBOSH or equivalent) and level of experience required for the role.	IMCA requires member diving operations to be supported by qualified, experienced, knowledgeable personnel. Experience should ideally relate to offshore projects (preferably with diving involvement).
2.10	Safety manager's CV	Provide the CV for the company's current safety manager. This should include their previous roles, experience and qualifications.	IMCA requires that diving contractor member's diving operations to be supported by qualified, experienced, knowledgeable personnel. Experience should ideally relate to offshore projects (preferably with diving involvement).
2.11	Safety management system: Internal audits	Provide an example of the company's: <ul style="list-style-type: none"> ◆ Procedure and schedule for internal audits, and ◆ a completed internal safety management system audit. This should include any non-conformances identified and close-out actions. 	Applicant companies should undertake regular audits of their own systems to ensure they are following their own procedures and carrying out work in accordance with relevant legislation, industry guidance and their own business and safety management systems. IMCA needs to be satisfied that any non-conformances identified during these internal audits are tracked and closed out.
2.12	Safety management system: External (third-party) audit	Provide an example of safety management system audit conducted by a third party (such as a client) for a diving project. This should include any non-conformances identified and close out actions	Clients will audit potential diving contractors to ensure they are capable of carrying out work in accordance with relevant legislation, industry guidance and their own business and safety management systems. IMCA needs to be satisfied that any non-conformances identified during such audits are tracked and closed out.
2.13	Near-misses and incidents: Reporting procedures	Provide the company's near-miss and incident reporting procedures. Include any forms used for reporting such incidents.	

No	Element	Evidence Required	Guidance
2.14	Near-misses and incidents: Recording and investigation	Provide an incident or near-miss investigation report.	<p>This report should detail an incident, accident or near-miss on a project. Details may be redacted as appropriate. IMCA needs to ensure that the applicant company has a functional system in place to:</p> <ul style="list-style-type: none"> ◆ record all relevant information pertaining to the incident ◆ identify root causes, and ◆ feed findings back into the company safety management system so suitable improvements can be implemented.
3 Project Planning			
3.1	Project manager: Job description	Provide details of the project manager’s job description. This should include reporting lines, roles and responsibilities together with qualification requirements and requisite experience required for the role.	IMCA requires that its members’ diving operations are supported by qualified, experienced and knowledgeable personnel. The company should consider its project manager’s experience; it would be beneficial if this included the management of diving projects – preferably projects using the diving techniques used for the category of membership applied for (i.e. surface-supplied or saturation).
3.2	Project manager: CV	Provide the CV for one of the company’s current project managers. This should include their previous roles, experience and qualifications.	IMCA requires that its members’ diving operations are supported by qualified, experienced and knowledgeable personnel. The company should consider its project manager’s experience; it would be beneficial if this included the management of diving projects –preferably projects using the diving techniques used for the category of membership applied for (i.e. surface-supplied or saturation).
3.3	Diving manager: Job description	Provide details of the diving manager’s job description. This should include reporting lines, roles and responsibilities together with qualification requirements and requisite experience required for the role.	IMCA requires that its members’ diving operations are supported by qualified, experienced and knowledgeable personnel capable of conducting diving operations in accordance with IMCA D014. The company should consider its diving manager’s experience; it would be beneficial if this

No	Element	Evidence Required	Guidance
			included the management of diving projects – preferably projects using the diving techniques used for the category of membership applied for (i.e. surface-supplied or saturation).
3.4	Diving manager: CV	Provide the CV for the company’s current diving manager. This should include their previous roles, experience and qualifications.	IMCA requires that its members’ diving operations are supported by qualified, experienced and knowledgeable personnel capable of conducting diving operations in accordance with IMCA D014. The company should consider its diving manager’s experience; it would be beneficial if this included the management of diving projects – preferably projects using the diving techniques used for the category of membership applied for (i.e. surface-supplied or saturation).
3.5	Surface-supplied diving manual	Provide the company’s current surface-supplied diving manual. This should contain sufficient information on how the company plans, manages and executes their diving operations in accordance with IMCA’s current guidance – specifically IMCA D014.	<p>The company’s diving manual needs to cover all the relevant items included in IMCA D014.</p> <p>It should contain guidance on (but not limited to) the following topics:</p> <ul style="list-style-type: none"> ◆ decompression procedures ◆ nitrox procedures (if applicable) ◆ SCUBA policy ◆ mother/daughter craft operations (if applicable) ◆ subsea lifting operations ◆ safe use of tools (such as but not limited to; oxy-arc cutting equipment, welding and high pressure water jetting), and ◆ typical diving related emergencies (loss of comms, loss of gas etc). <p>The diving manual should contain cross-references to IMCA or other industry (such as DMAC or IOGP) guidance documents.</p>

No	Element	Evidence Required	Guidance
3.6	Saturation diving manual (Saturation applicants only)	Provide the company's current saturation diving manual. This should contain sufficient information on how the company plans, manages and executes their diving operations in accordance with IMCA's current guidance – specifically IMCA D014.	<p>The company's saturation diving manual needs to cover all the relevant items included in IMCA D014 and other relevant IMCA guidance.</p> <p>It should contain guidance on (but not limited to) the following topics:</p> <ul style="list-style-type: none"> ◆ decompression procedures ◆ subsea lifting operations ◆ safe use of tools (such as but not limited to; oxy-arc cutting equipment, welding and high pressure water jetting), and ◆ typical diving related emergencies (loss of comms, contaminated bell atmosphere, recovery of an unconscious diver into the bell etc).
3.7	Emergency response manual for surface-supplied diving projects	Provide the company's emergency response manual. This should include details of how the company manages both diving and non-diving offshore emergencies (IMCA are aware that this information may be included within the surface diving manual or other SMS documentation).	<p>Examples of subjects that should be covered in the applicant's emergency response manual include (but are not limited to) the following topics:</p> <ul style="list-style-type: none"> ◆ trauma injuries ◆ gas toxicity ◆ diving related emergencies requiring decompression ◆ diving related emergencies not requiring decompression ◆ drowning ◆ barotrauma, and ◆ injuries from dangerous marine creatures etc.
3.8	Emergency response manual for saturation diving projects (Saturation applicants only)	Provide the company's saturation diving emergency manual. The manual needs to deal with both diving and non-diving emergencies within a saturation diving complex (IMCA are aware that this information may be included within the surface diving manual or other SMS documentation).	<p>The company's saturation emergency manual needs to cover all the relevant items included in IMCA D014 and other relevant IMCA guidance. Examples of subjects that should be covered in the applicant's saturation emergency manual may include (but are not limited to) the following topics:</p>

No	Element	Evidence Required	Guidance
			<ul style="list-style-type: none"> ◆ diving related emergencies requiring decompression ◆ diving related emergencies not requiring decompression ◆ management of medical emergencies ◆ contaminated saturation complex atmosphere ◆ treatment of injured divers in the saturation complex, and ◆ failure of life support systems etc.
3.9	Hyperbaric evacuation system (HES) (Saturation applicants only)	Provide a copy of an HES developed for a saturation diving project	<p>In an emergency, divers in saturation cannot be evacuated by the same methods as other crew members.</p> <p>For all saturation diving projects, the applicant company should have developed a hyperbaric evacuation system (HES) to be utilised in the event of a vessel or fixed/floating installation evacuation. The HES should demonstrate how divers in saturation are evacuated to a designated location where the divers can be decompressed in a safe and controlled manner.</p> <p>The HES encompasses the people, paperwork and equipment necessary to provide hyperbaric evacuation and should include the following:</p> <ul style="list-style-type: none"> ◆ planning ◆ procedures ◆ means of evacuating the divers ◆ details of the nominated hyperbaric reception facility (with mating trials), and ◆ contingency plans
3.10	Emergency response plan: Onshore	Provide the company's onshore emergency response plan. This should provide guidance to onshore staff on the management of a reasonably foreseeable emergency offshore.	<p>IMCA needs to be satisfied that the onshore management organisation is able to deal with all aspects of an emergency situation offshore. This should include, but is not limited to:</p> <ul style="list-style-type: none"> ◆ family liaison arrangements

No	Element	Evidence Required	Guidance
			<ul style="list-style-type: none"> ◆ contact and detailed arrangements for emergency evacuation ◆ client's contact details ◆ details of relevant local authorities and emergency services ◆ company press, and ◆ media policies.
3.11	Specialist hyperbaric medical support	Provide contact details and the contract (suitably redacted if required) for supply of 24-hour specialist hyperbaric and medical support.	IMCA needs to be satisfied that its members have access to 24-hour specialist hyperbaric and medical support suitable for the type of membership they are applying for. Organisations applying for saturation membership will require a different level of support than those applying for surface-supplied membership.
3.12	Diving emergency response drills: Procedure	Provide the company's procedure for developing, managing and conducting (including frequency) its diving emergency drills.	Emergency drill scenarios can be developed from either the applicant's diving manual or the emergency response manual. Consideration should also be given to developing project-specific drills i.e. if entry into a subsea structure (such as a manifold) is required then an emergency drill covering emergency evacuation by the diver from the structure may be prudent.
3.13	Diving emergency response drills: Drill matrix	Provide an example of an emergency response drill matrix for a recent diving project.	A drill matrix lists the type and frequency of the drills together with the names of the dive team members that are expected to conduct/have conducted them during the project.
3.14	Emergency response drills: Desktop exercise	Provide the company's procedure for developing, managing and conducting (including frequency) their desktop emergency drills.	IMCA needs to be satisfied that onshore leadership teams have robust systems for dealing with an offshore emergency. These drills are undertaken by the onshore project and senior leadership teams to test their systems and their competence for dealing with offshore emergencies.

No	Element	Evidence Required	Guidance
			<p>Areas that need to be considered include, but are not limited to:</p> <ul style="list-style-type: none"> ◆ communications with emergency services (including specialist hyperbaric support) ◆ communications with regulatory bodies ◆ family liaison ◆ media liaison ◆ recording the timeline of the event. <p>The procedure should include a system for collating and assessing feedback and ensuring any improvements identified can be included into the company's safety management system.</p>
3.15	Risk assessment (onshore HIRAs)	<p>Provide:</p> <ul style="list-style-type: none"> ◆ a copy of the company's procedure for conducting risk identification meetings (such as HAZIDs or HIRAs) prior to the commencement of a diving project, and ◆ a copy of a completed document produced as a result of such a meeting. 	<p>The procedure should include, but is not limited to:</p> <ul style="list-style-type: none"> ◆ the process for identifying the required attendees with requisite knowledge to aid in the identification and mitigation of risks ◆ the system used to integrate lessons learned (from previous projects or incidents) into the risk identification process ◆ the process used to identify site specific and task-based hazards, and ◆ the relevant control measures for hazards identified.
3.16	Mobilisation and demobilisation	<p>Provide:</p> <ul style="list-style-type: none"> ◆ the company's mobilisation and demobilisation procedures, and ◆ a completed management plan for the mobilisation/demobilisation of a completed diving project 	<p>The mobilisation and de-mobilisation of diving projects is a high-risk activity. This is due to the number of people who are unfamiliar with the project joining it for specific scopes of work, time pressures, and other unrelated activities (SIMOPs) being undertaken in the vicinity of the diving</p>

No	Element	Evidence Required	Guidance
			<p>contractor’s work site. The work site may be a vessel in port or some other location.</p> <p>The mobilisation/demobilisation management plan should include:</p> <ul style="list-style-type: none"> ◆ a suitable and sufficient risk assessment ◆ a simultaneous operations (SIMOPs) review (due to the potential for multiple simultaneous operations being undertaken mobilisations and demobilisations, an additional). <p>and, where applicable:</p> <ul style="list-style-type: none"> ◆ a system for management of pedestrians (identification / installation of safe walkways) ◆ a system for management of vehicles ◆ the additional requirements for safe gas transfer from shore to the vessel (additional permits and notifications may be required before certain high pressure gas transfer operations can commence), and ◆ a system managing worksite lifting operations.
3.17	Project-specific emergency response plan	Provide an example of a finalised diving project-specific emergency response plan. This may include bridging documentation between the client(s) and the diving contractor.	<p>IMCA needs to be satisfied that onshore management can deal with all aspects of an emergency occurring at the work site.</p> <p>The project-specific emergency response plan needs to be clear, concise and deal with all reasonably foreseeable emergencies.</p> <p>In addition to diving emergencies, consideration should be given to non-diving related events (e.g. severe trauma sustained at the work site) or other reasonably foreseeable incidents.</p>

No	Element	Evidence Required	Guidance
3.18	Management of change (MOC)	Provide: <ul style="list-style-type: none"> ◆ a copy of the company’s MOC procedure; and ◆ a completed example of an MOC from a recent diving project (if one is not available, a blank copy of the MOC form used by the company will suffice). 	IMCA require that the company demonstrate that there is a MOC process in place for dealing with unexpected deviations from the planned procedures during their projects.
3.19	Simultaneous operations (SIMOPS)	Provide: <ul style="list-style-type: none"> ◆ a copy of the company’s SIMOPS procedure; and ◆ a completed example from a recent diving project (if this is not available, a blank copy of the SIMOPS form used by the company will suffice). 	IMCA require that the company demonstrate that there is a process in place for dealing with SIMOPS identified during this assessment process.
3.20	Adverse weather policy	Provide the company’s adverse weather policy.	This should include steps to be taken in case of the company’s vessels being involved in high energy weather events (such as tornados etc).
3.21	SCUBA	Provide details of the company’s policy on the use of SCUBA.	IMCA D014 states: <i>“Self-contained underwater breathing apparatus (SCUBA) has inherent limitations and is not a suitable technique for diving under the scope of this code.”</i>
3.22	Surface swimmers	Provide details of the company’s policies on the use of surface swimmers.	IMCA D014 states: <i>“Where the use of one or more surface swimmer is proposed, a risk assessment needs to take place to establish the precautions to be taken.”</i> Further information is provided in IMCA D066.
3.23	Live boating	Provide details of the company’s policies on the use of live boating.	IMCA D014 states: <i>“Live-boating (which is the practice of supporting a diver from a non-DP vessel which is under power and making way), should not be used.”</i>
3.24	Lift planning: Topside	Provide: <ul style="list-style-type: none"> ◆ the procedure used to plan, manage and conduct top side lifts ◆ a completed topside lift plan from a diving project. 	

No	Element	Evidence Required	Guidance
3.25	Lift planning: Underwater	Provide: <ul style="list-style-type: none"> ◆ the procedure used to plan, manage and conduct underwater lifts ◆ a completed underwater lift plan from a diving project. 	
3.26	Diving umbilical management	Provide: <ul style="list-style-type: none"> ◆ the diving umbilical management procedures to be used when working from dynamically positioned (DP) vessels, and ◆ a vessel-specific hazard diagram (showing umbilical extents). 	
4 Diving Personnel			
4.1	Recruitment of offshore personnel	Provide details of the company’s procedure for the recruitment of offshore diving personnel. This should include management systems to ensure individuals hold the appropriate: <ul style="list-style-type: none"> ◆ supervisor qualifications ◆ diving qualifications ◆ offshore/diving medicals ◆ DMT qualifications ◆ any other necessary additional qualifications or competencies required to conduct the diving project safely, and ◆ the management systems used by the company to verify the authenticity of training certificates. 	<p>IMCA expects this document to explain the company’s system for selecting suitably qualified and competent personnel for their offshore projects.</p> <p>IMCA has seen an increase in the number of forged training certificates. Applicants should be able to demonstrate they have systems in place to verify certificates (such as the use of IMCA and CSWIP verification portals).</p> <p>Applicants should also consider:</p> <ul style="list-style-type: none"> ◆ IMCA diving supervisors need to complete quarterly CPD to ensure their qualification remains valid; this can be verified on IMCA’s verification portal (imca-int.com/verify) ◆ DMT qualifications have a two-year validity.
4.2	Tracking of personnel qualifications and	Provide details of the procedure used by the company to ensure that the personnel used on their diving projects have in-date qualifications and certificates.	This may be a simple project-specific spreadsheet.

No	Element	Evidence Required	Guidance
	certificate expiry dates		
4.3	Project personnel performance: Monitoring procedure	Provide details of the company's procedure for monitoring and recording the performance of project personnel during diving projects.	
4.4	Training and development: Procedure	Provide the company's procedure for training and development of their onshore and offshore personnel.	Training can be project-specific, for example, divers being trained in oxy-thermic cutting techniques to ensure their competence prior to a decommissioning project), or longer term, such as leadership training for diving supervisors wanting to progress into offshore project management roles.
4.5	Competence: Management procedure	Provide the company's procedure for tracking the competency of their onshore and offshore personnel.	
4.6	Disciplinary and grievance: Management procedures	Provide the company's disciplinary and grievance procedures for both onshore and offshore personnel.	
5 Plant and Equipment			
5.1	Diving plant and equipment	Provide an overview of the diving plant and equipment owned or controlled by the company. This list must show that the applicant company has sufficient plant and equipment to support an offshore diving project. The overview should include a description (including age) of the item, manufacturer, and serial number. For saturation diving, this must include details of the saturation diving complex (including a diagram to illustrate the system lay out), and the sizes of the chamber and bell(s).	A long-term hire arrangement of diving plant and equipment is acceptable, providing the arrangement is in place at the time of the application and it is for a period of more than two years. The equipment will have to be under company's control and the company must demonstrate that it has the capability of monitoring and maintaining the plant in accordance with relevant legislation, IMCA guidance and manufacturer's recommendations.

No	Element	Evidence Required	Guidance
		Details of the hyperbaric evacuation system owned or controlled by the company should also be listed.	
5.2	Base support	Provide details, including photographs, of the company's storage and maintenance facilities, clean rooms and technicians' offices.	
5.3	Onshore equipment manager: Job description	Provide the onshore equipment manager's job description. This should include reporting lines, roles and responsibilities together with qualification requirements and requisite experience required for the role.	IMCA requires that its members' diving operations are supported by qualified, experienced, knowledgeable personnel capable of conducting diving operations in accordance with IMCA D014, D018 and DESIGN documents.
5.4	Onshore equipment manager: CV	Provide the CV for the company's onshore equipment manager. This should include their previous roles, experience and qualifications.	IMCA requires that its members' diving operations are supported by qualified, experienced, knowledgeable personnel capable of conducting diving operations in accordance with IMCA D014, D018 and DESIGN documents. The onshore equipment manager should be competent to oversee the maintenance of the diving equipment used for the category of membership applied for (i.e. surface-supplied or closed bell).
5.5	Equipment maintenance technician: Job description	Provide the equipment maintenance technician's job description. This should include reporting lines, roles and responsibilities together with qualification requirements and requisite experience required for the role.	IMCA requires that its members' diving operations are supported by qualified, experienced, knowledgeable personnel capable of conducting diving operations in accordance with IMCA D014, D018 and DESIGN documents.
5.6	Equipment maintenance technician: CV	Provide a CV for one of the company's equipment maintenance technicians. This should include their previous roles, experience and qualifications.	IMCA requires that its members' diving operations are supported by qualified, experienced, knowledgeable personnel capable of conducting diving operations in accordance with IMCA D014, D018 and DESIGN documents. Equipment maintenance technicians should be competent to undertake the maintenance of the diving equipment used for the category of membership applied for (i.e. surface-supplied or closed bell).

No	Element	Evidence Required	Guidance
5.7	Diving plant and equipment: Maintenance overview	Provide a high-level overview of how the company ensures their equipment is maintained in accordance with relevant legislation, IMCA guidance and manufacturers recommendations.	
5.8	Diving plant and equipment: Overview of planned maintenance system	Provide details of how the company diving plant and equipment is tracked and maintained to ensure that it meets the requirements of legislative requirements, industry guidance such as IMCA D018 or manufacturers' recommendations.	
5.9	Diving plant and equipment: Maintenance procedures	Provide examples of the maintenance procedures used for the upkeep of major company owned plant and equipment (e.g. chambers, compressors, HPUs, cylinders, LARS, diving helmets etc).	
5.10	Diving plant and equipment: Specific examples from planned maintenance system	Provide documented evidence demonstrating that company diving plant and equipment is tracked and maintained to ensure that it meets the requirements of IMCA D018 and manufacturers' recommendations and legislative requirements.	IMCA require documentary evidence demonstrating that company diving plant and equipment is tracked and maintained. The evidence could be completed maintenance forms or screen dumps from a computer based planned maintenance management system.
5.11	Diving plant and equipment: Third party plant and equipment	Provide details of how third-party project specific plant and equipment is tracked and maintained in accordance with IMCA D018 and manufacturers' recommendations and legislative requirements.	IMCA needs to be satisfied that third party equipment is tracked and maintained in accordance with relevant legislation, IMCA's requirements and manufacturer's guidance, This may include long term hire of items such as, but not limited to, gas quads, compressors etc., or short-term hire of project-specific equipment.

7.2 Evidence of Operational Experience

The following elements must be provided by all applicants seeking full membership, i.e. that have operational experience providing diving services with the technique(s) specified in the application. If the following cannot be provided, the company will only be considered for temporary membership at this stage (see Section 2.2).

No	Element	Evidence Required	Guidance
E1 Company Overview			
E1.1	Letter of recommendation	Provide a signed, dated letter of recommendation from a recent end client following the satisfactory completion of an offshore diving project. The letter must include the contact details of the signatory.	Applications for full membership will only be accepted with a letter of recommendation from an end client company. An end client company is defined as a company which has commissioned diving services. This would normally be an energy company (oil and gas or renewable).
E3 Project Planning			
E3.1	Project organisation chart	Provide the project organisation chart (organogram) for the onshore and offshore management of a diving project. The chart should include names, titles and positions for the onshore staff and titles and positions for the offshore team. Please clearly indicate the role and reporting lines for the company's offshore safety representative.	The project organisation chart should clearly show the link between offshore and onshore safety representatives. The offshore safety representative should have a direct link to their onshore counterpart. This line of communication should operate outside the commercial influence of the project team.
E3.2	Diving emergency response drills: Completed examples	Provide an example of a completed diving emergency drill. This is best achieved by submitting the following documents: <ul style="list-style-type: none"> ◆ toolbox talk ◆ drill report (which provides a mechanism for the people involved in the drill to 	IMCA needs to be satisfied that the planning, management and conducting of diving emergency drills is an integral part of the applicant company's safety management system. Integrating the drills with standard documents such as those listed above ensures drills are not treated as an optional extra activity but are integrated into the day-to-day activities of the dive team. If the company is applying for surface-supplied and saturation diving membership, then the applicant's submission should

No	Element	Evidence Required	Guidance
		<p>provide feedback and the areas for improvement)</p> <ul style="list-style-type: none"> ◆ DPR for the day of the drill, and ◆ a copy of the diving operations record for the day of the diving emergency drill. 	<p>provide evidence of emergency drills being undertaken for both these types of diving.</p>
E3.3	Emergency response drills: Completed desktop exercise	<p>Provide a completed desktop emergency drill. These drills are undertaken by the onshore project emergency response and onshore senior leadership teams.</p>	<p>IMCA needs to be satisfied that the onshore management team has robust systems for dealing with an offshore emergency. Desktop drills are undertaken by the onshore management team to test the company's systems and are used to identify areas for improvement.</p> <p>Areas that need to be considered include, but are not limited to:</p> <ul style="list-style-type: none"> ◆ communications with emergency services (including specialist hyperbaric support) ◆ communications with regulatory bodies ◆ family liaison ◆ media liaison, and ◆ recording the timeline of the event. <p>The exercise should include a system for collating and assessing feedback and ensuring any improvements identified can be fed back into the company's safety management system.</p>
E3.4	Step-by-step procedures	<p>Provide the step-by-step procedures developed for a recent project. This should include information generated from the onshore risk identification meeting (HAZID or HIRA).</p>	<p>The purpose of step-by-step procedures is to provide a mechanism that allows the diving supervisor (and/or others such as project engineers or inspection controllers) to guide the divers through each step of the job in a logical, controlled and safe manner.</p> <p>Where applicable, this document should identify hold points where cessation of work is required to ensure suitable safety checks are undertaken before allowing the divers to continue.</p>

No	Element	Evidence Required	Guidance
			Robust step-by-step procedures will include engineering drawings and/or photographs where appropriate.
E3.5	Mobilisation: Deck plan	Provide an example of a completed deck plan/ site plan for a recent diving project mobilisation.	
E3.6	Bridging document	Provide an example of a project-specific safety management system interface document (bridging document) agreed with all parties concerned for a recent diving project.	This document should include bridging for both contractor's and client's safety management systems.
E3.7	Toolbox talks (TBTs)	Provide copies of at least five toolbox talks conducted during a recent diving project.	
E3.8	Permit-to-work (PTW)	Provide a completed permit to work linked to one of the toolbox talks provided in section E3.7.	
E3.9	Dive plan	Provide a completed dive plan used to brief the divers. This should be linked to one of the toolbox talks provided in section E3.7.	The submitted document should include, but is not limited to: <ul style="list-style-type: none"> ◆ the planned scope of work for the dive ◆ details of the weather conditions ◆ any JSEAs or MOCs in place, and ◆ reference to the relevant parts of the step-by-step procedures.
E3.10	Daily progress reports (DPRs)	Provide at least five daily progress reports completed on the days referenced on the toolbox talks provided in section E3.7.	
E3.11	Diving operations records	Provide at least five completed diving operations records (dive logs) linked to the DPRs provided in section E3.10.	
E3.12	Lifting: Topside	Provide a completed topside lift plan from a recent diving project	

No	Element	Evidence Required	Guidance
E3.13	Lifting: Underwater	Provide a completed underwater lift plan from a recent diving project	
E4	Diving Personnel		
E4.1	Diving personnel	Provide copies of the CVs and certificates of all the dive team personnel listed on the DPRs submitted in support of this application.	IMCA needs to be satisfied that any applicant for membership can field at least one IMCA compliant dive team. Minimum requirements for surface-supplied and saturation diving teams are set out in Section 6.2.
E4.2	Offshore performance: Performance reports	Provide offshore performance reports for two of the diving personnel listed on the submitted DPRs (see E3.10).	
E4.3	Training and development: Completed examples	Provide two completed examples (suitably redacted if required) where training has been identified by the company and undertaken by the relevant personnel.	
E4.4	Competence: Completed examples	Provide copies of completed competency schemes (suitably redacted if required) for two members of the diving team.	
E5	Plant and Equipment		
E5.1	DESIGN audits: Surface-supplied	Provide a completed D023 DESIGN audit for the company's surface-supplied diving system. This should include the DESIGN auditors' comments on the effectiveness and performance of the company's planned maintenance system.	DESIGN audits must have been undertaken by third party auditors within the 18 months of the date of the application. The third-party auditor must not be associated with or work for the contractor company applying for membership. The DESIGN audits should show a list on non-conformances and an action tracker showing the close out status of identified areas.
E5.2	DESIGN audits: Closed bell/saturation (Saturation applicants only)	Provide: ◆ a completed D024 DESIGN audit for the company's saturation diving system, and	The DESIGN audits must have been undertaken by third party auditors within the 18 months of the date of the application. The third-party auditor must not be associated with or work for the contractor company applying for membership.

No	Element	Evidence Required	Guidance
		<p>◆ a completed D053 DESIGN audit for a hyperbaric reception facility specified in one of the company’s hyperbaric evacuation plans.</p> <p>These should include the DESIGN auditors’ comments on the effectiveness and performance of the company’s planned maintenance system.</p>	<p>The DESIGN audits should show a list on non-conformances and an action tracker showing the close out status of identified areas.</p>
E5.3	DESIGN audits: Auditor CV	<p>Provide the contact details and CV for the DESIGN auditor(s) who undertook the DESIGN audit(s) submitted to support the company’s application.</p>	
E5.4	DESIGN audits: Non-conformance tracking	<p>Provide evidence demonstrating how any non-conformances identified during the DESIGN audit(s) are tracked and closed out.</p>	

8 References

- ◆ [IMCA D014](#) IMCA international code of practice for offshore diving
- ◆ [IMCA D018](#) Code of practice on the initial and periodic examination, testing and certification of diving plant and equipment

Diving Equipment Systems Inspection Guidance Note (DESIGN) suite:

- ◆ [IMCA D023](#) DESIGN for surface orientated (air) diving systems
- ◆ [IMCA D024](#) DESIGN for saturation (bell) diving systems
- ◆ [IMCA D037](#) DESIGN for surface-supplied mixed gas diving systems
- ◆ [IMCA D053](#) DESIGN for the hyperbaric reception facility (HRF) forming part of a hyperbaric evacuation system (HES)
- ◆ [IMCA D066](#) Guidance on surface swimmers

Appendix 1 – Insurance Declaration Template

As described in Section 6.4, a template for a director’s declaration regarding insurance is set out below. This must be signed by a director of the applicant company and submitted to IMCA in PDF format.

[Form of letter to be printed on Applicant’s letterhead and signed by a director of the Applicant]

[Date]

IMCA

For the attention of the Membership team (membership@imca-int.com)

Dear Sir or Madam,

As a director of [*insert company name*] (the “Company”), I hereby confirm that:

- 1) the Company has obtained professional advice from an insurance broker and consider that the insurance purchased by the Company is appropriate
- 2) I will regularly review the level of cover to ensure that it remains appropriate, and
- 3) the Company will maintain adequate insurance cover throughout the duration of its membership of IMCA.

Yours faithfully,

[Signature]

Director

[Company stamp]

Appendix 2 – Letter of Confirmations Template for Applicants for Affiliate Membership

The following letter must be signed by a director of both the existing member and the applicant company and submitted to IMCA in PDF format.

If the content of the letter cannot be adhered to in full, the standard membership application procedure must be followed, with the full evidence portfolio to be submitted.

[Form of letter to be printed on Applicant's letterhead]

[Date]

IMCA

For the attention of the Membership team (membership@imca-int.com)

Dear Sir or Madam,

As directors of [*insert existing member company name*] (the "Existing Member") and [*insert affiliate applicant company name*] (the "Affiliate Company"), we hereby confirm that the Affiliate Company will:

- 1) ensure its dive team personnel meet the certification requirements set out in IMCA information note 1394 (as revised) *Diver and Diving Supervisor Certification*
- 2) provide suitable and sufficient plant and equipment to support its diving projects
- 3) establish a system of planned maintenance and use the PMS to maintain the company's diving plant and equipment in accordance with IMCA D018 – *Code of practice on the initial and periodic examination, testing and certification of diving plant and equipment*
- 4) work in accordance with the current standard operating procedures (SOP) of [*enter existing member company name*], including those contained in the [*enter existing member company name*] company diving and emergency manuals, insofar as it is appropriate to do so in the operating areas of the Affiliate Company, and
- 5) adopt, as a minimum standard, the technical guidelines (published documents, information notes and other materials) produced by IMCA's Diving Division.

Yours faithfully,

[Signature]

Director

[Signature]

Director

[Company stamp]

[Company stamp]

Appendix 3 – Simplified Evidence Portfolio for Extra-National Affiliate Membership

The following evidence portfolio requirements apply to applicants for extra-national affiliate membership, as described in Section 5.2.

No	Element	Evidence Required	Guidance
A.1	Letter of confirmations	See Appendix 2	–
A.2	Insurance declaration	See Appendix 1	–
A.3	Key management personnel	Provide the names, positions, and contact details of the key management personnel of the affiliate company (including a suitable organogram).	–
A.4	Office and base support facilities	Describe the office and base support facilities. IMCA needs to see evidence that the company has suitable infrastructure in place to support its offshore operations.	–
A.5	Emergency medical support	Provide details of the emergency medical support arrangements for the proposed area(s) of operations.	–
A.6	Hyperbaric evacuation procedures (Saturation applicants only)	Provide details of hyperbaric evacuation procedures for the proposed area(s) of operations.	–