

Minutes of a meeting of the Association's Competence & Training Core Committee held on 27 June 2024 from 11:00 via/at Boskalis Aberdeen & On-Line

1 Safety Briefing

RM gave a safety brief for the building and action to be taken if any alarms sound.

2 Competition law compliance policy

The IMCA Competition Law Compliance Policy, which had been circulated with the meeting agenda, was drawn to the attention of all present.

3 Welcome and attendance

The chair welcomed members to the meeting. Apologies for absence were recorded, with running attendance now as follows:

CT	26/01/2023	28/06/2023	23/10/2023	25/01/2024	27/06/2024
Natalie Carroll	Yes	Yes	Yes	Yes	Yes
Andy Butler	Yes	Yes	Yes	Yes	Yes
Gavin Smith	Yes	Yes	Yes	Yes	Yes
Bill Mair	Yes	Yes	Apologies	Apologies	Yes
Darren Walley	Apologies	Yes	Yes	Yes	Yes
Jerry Starling	Yes	Yes	Yes	No	Yes
Julian Nelson	Yes	Yes	Yes	Yes	Yes
Celio Pessoa	Yes	Yes	Apologies	Apologies	Apologies
Nicola Rae	Yes	Yes	Yes	Apologies	Yes
Lynn Lehman	Apologies	Yes	Apologies	Resigned	Resigned

Also present or joining via videoconference were:

Mark Ford	IMCA	Technical Advisor
Rhys Jones	IMCA	Technical Advisor

4 Minutes of the previous meeting

The minutes of the meeting of January 25th, 2024, were approved without amendment. Natalie agreed to sign the previous minutes.

Action: Roger, Natalie

5 Confidential Safety Discussion

Details from 3 incidents were read out by various the committee members and will be passed on to HSS Department in due form.

6 CMS Accreditation Update

RJ Gave an outline of the CMS workgroup findings and actions to date with client and Customer feedback required to set questions. It was agreed that a workgroup be continued and to get these questions drafted at next meeting (17th July 11am, suggested) WG formed up of Natalie, Gavin, Nicola and Darren with Roger acting in secretariat role, anyone else who wants to take part please notify Roger and Chair.

RM to also ask ROV Committee representatives for input.

It was felt by the majority that clients would start to use IMCA CMS Accreditation progress rather than current alternatives.

ACTION: Roger/CMS WG Committee

7 Skills Passport Project Update

RJ Gave an outline of the C018 and confirmed that it supports migration both ways, also that all parties at last meeting agreed to abide by findings of the committee. Scope and Outcomes were presented showing the difference in the respective programs and a set of conclusions which are available in the presentation were shown. A discussion then took place with those present. A review of this document will be done to secure input and steer from duty holders. It was also highlighted that information about C018 could be publicised more and Roger will raise this with IMCA Comms team.

The Next steps are a commitment from OPITO and GWO supported by RUK and OEUK to make this widespread and followed within the Offshore oil and gas and Wind Energy community. Someone from New Energy to be invited for input to this review, Name to go to Rhys and the next meeting is in September (on 4th or 5th)

ACTION: Roger/C018 WG

8 IMCA Freelance Portfolios (Diver/Marine)

It has been reported that Freelance portfolios for Diving and Marine have gone missing from the website. Natalie reported her versions withing Boskalis used were from 2013 and a newer one in 2019 should have been the current version. A review of these will take place once located and put back online.

ACTION: Natalie/Roger

9 ROV Auditors existing process and scheme potential

RM gave an overview of the existing process and highlighted new review underway with R006 ROV Audit Document, a discussion was had around the table re way forward. In principle all agreed it would be good to have registered Auditors same as eCMID with AVI's, ADSI etc for the ROV and Survey audits as well with entry level requirements , exams and process review.

ACTION: Roger to take back to ROV Committee

10 Committee members

It was highlighted by Roger that the committee structure is not as per Bye-Laws and this is an ideal time to correct that. Each division needs to confirm its representative- ROV, Survey as well as Regional and then Co-Op positions can be confirmed as per process laid down.

ACTION: Natalie Carroll

11 Work program

11.1 Rov Supervisor Table is now 90% complete and will be under final review alongside its associate paperwork

ACTION: Julian Nelson

11.2 Cost implications of Incidents and Accidents were highlighted by Andy Butler and it was suggested we try and look at getting data to support feedback alongside HSS committee, Andy to supply example.

ACTION: Andy Butler

11.3 Plan to look at Comms around a competence awareness drive, this may link in to above I&A data as it is mandatory in the workplace

11.4 Subsea inspection Data working group, made up initially of Julian Nelson, Mike Clark and a few Co-opt persons to build a standalone framework for inspection disciplines, which could be integrated to C003 &4 inline with C001

ACTION: Julian Nelson

12 Any other business

Remote Operations and competency for new Remote operators was discussed having a separate category for Remote ROV Pilot was suggested, this could be reviewed and set up as part of the C005 framework.

Accreditation competence of Auditors and Verifiers were suggested as a future work program in line with IMCA G010.

13 Summary of action items


<i>Action</i>	<i>Responsible</i>	<i>Date</i>
Minutes of Previous Meeting to be signed	Roger Moore	28/06/2024
CMS Accreditation Questions	CMS Work Group	18/07/2024
C018 Review	C018 Working Group	05/09/2024
Freelance Portfolio for Dive and Marine (Locate /replace)	Roger Moore/Natalie Carroll	05/07/2024
Freelance Portfolio for Dive and Marine (Review)	FLP Working Group	05/09/2024
ROV Auditors registration scheme to be discussed with ROV Committee	Roger Moore	10/09/2024
C&T Committee member names confirmed	Natalie Carroll	30/09/2024
ROV Supervisors tables	Julian Nelson	30/09/2024
Example of Cost implications data (section 11)	Andy Butler	30/09/2024
Subsea Inspection Competence Framework (New WG)	Julian Nelson	End of Q4
Remote Operations ROV Pilot (Standalone competency)	Natalie Carroll	End of Q4

14 IMCA Events

Events were shared and IMCA Global summit was discussed, Roger highlighted chance to host last Q4 C&T meeting before of After GS in NL, names of those interested in this to be sent to secretariate and confirmed by C&T Chair at next meeting

15 Date and location of next meeting

End of September2024 or Beginning October 2024 TBC

	Natalie Carroll	1 st July 2024
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Signed as a true record

Name

Date