

Minutes of a meeting of the Association’s Marine eCMID Committee held on 20 June 2024 from 10:00 BST via videoconference

1 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.

2 Welcome and attendance

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

Name	Company	Sept-2023	Dec 2023	March 2024	This
Sujit Viswanathan (Chair)	DNV	Attended	Attended	Attended	Attended
Kerrie Forster (Vice-Chair)	Workboat Association	Attended	Attended	Attended	Attended
Bo Kiel Jespersen	Orsted	Attended	Attended	Attended	Attended
Jennifer McCaul	Scottish Power	Attended	Attended	Attended	Attended
Kevan Smith	Subsea 7	Apologies	Attended	Apologies	Attended
Vladimir Shuvaev	TechnipFMC	Attended	Attended	Attended	Absent
BL (Barrington Luke) Taylor-Hamilton	SGRE	N/A	N/A	N/A	Attended
Mike Schwarz	MSA	Attended	Attended	Apologies	Attended
Elle Bryant	MSA	N/A	N/A	N/A	Attended
Sharon Holland	MSA	Substitute	Substitute	Substitute	Attended

Legend:

 Attended	 Part-Time	 Substitute	 Apologies	 Absent	 N/A
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Also present or joining via videoconference were:

Mark Ford	IMCA	Marine & Quality Manager
Jennifer Evans	IMCA	Technical Adviser - Marine
Andy Goldsmith	IMCA	Technical Consultant - Marine
Adam Hugo	IMCA	IT Services & Solutions Specialist
Ade Adedotun	IMCA	IT Services Technician

3 Minutes of the previous meeting

The minutes of the 12 March 2024 meeting were agreed upon without amendment and would be duly e-signed by the Chair as an accurate record. There were no matters arising that were not covered by the agenda.

4 Objectives and status report

4.1 2024 Objectives

The committee objectives for 2024 were reviewed as follows:

1. Assess eCMID survey results and action on any identified improvements [Ongoing]
2. Produce eCMID inspection findings analysis report to also include Q&A data [Completed]
3. Introduce categorisation of questions based on risk [Completed]

4. Develop International Workboat Code of Practice [Target December 2024 – currently being planned].

It was noted that Kerrie Forster and the IMCA secretariat would complete a provisional draft, with a workgroup to be established to continue the work in due course.

Action: Kerrie Forster, Jennifer Evans, Mark Ford; Jennifer McCaul, Bo Kiel Jespersen, IIMS representative

The strategic objectives were reviewed to ensure they remained aligned with the workplan. It was mentioned that there appeared to be no measure of the strategic objectives being met. However, it was noted that each item in the workplan was aligned with a specific strategic objective. It was also mentioned that the strategic objectives could be reviewed, if necessary, at the next face-to-face meeting in September.

Action: Committee

4.2 eCMID Statistics

Adam Hugo provided an update on recent activity. After reporting a noticeable annual decline in Q1, particularly for eCMID, figures this quarter were looking more encouraging.

The dip in reports year-on-year had reduced, and both eCMID and eMISW now showed a 10% increase in uploads year-on-year to May. Further analysis of trends was to be undertaken when developing the marketing plan with the IMCA Comms team.

Statistics were available for the committee as a Power BI report [in Teams](#). Adam was thanked for his work on this.

It was noted that the number of uses of the HSC supplements was high (104) compared to the expected number of eligible crafts and questioned whether the supplement was being used correctly. It was agreed that Andy would review as part of the QA process, and that Adam would identify relevant inspection reports for review.

Action: Andy Goldsmith, Adam Hugo

5 Policy and Procedures

5.1 Report Quality Assurance Review

Andy Goldsmith provided an overview of the quality assurance reviews he had undertaken on inspection reports. 89 reports from 25 countries had been reviewed over the past 22 months, as follows:

- 43 eCMID reports
- 46 eMISW reports
- 34 reports from experienced AVIs
- 55 reports from newly accredited AVIs.

Andy presented some images from eMISW inspections that showed vessels in a poor state. It was mentioned that with the introduction of the eMISW the standard of vessels in Europe had improved – the images were similar to what had been experienced in Europe approximately 15 years ago.

The remaining issues would be addressed as follows:

- Advise inspectors what was required in a disclaimer
- Advise inspectors that photographs of documents and certificates were not required
- Rearrangement of the guidance notes in forthcoming template updates would assist consistency of comments.

A discussion took place regarding the use of photographs of documents and certificates in inspection reports that were illegible and not required. It was agreed that both templates would be reviewed, and that image uploads would be disabled for relevant questions. As was quoted *“A picture says a thousand words – but we only need a ‘Yes’ or ‘No’ for some questions”*

Action: Andy Goldsmith, Jennifer Evans, Mark Ford, Adam Hugo

IIMS agreed to review its training surrounding the use of photos during inspections and update where appropriate.
Action: IIMS

The new style of eCMID guidance, discussed in more detail under item 6.1, was presented and well received. It was to be published in July/August 2024 as a new eCMID update.

5.2 IMCA M167 – Guidance on the IMCA eCMID System

The following planned updates to this document were noted:

- Sections 4.1 and 4.4.2 had been updated to reflect the mandatory completion of vessel particulars and operator non-completion finding (see below)
- Sections 4.4.4 (new) and 4.5.4 had been updated to cover risk classification within the question sets (see 6.1)
- Section 4.8 had been added to cover the recently introduced ‘supporting files’ feature
- Section 7 had been updated to reflect how the QA process was generating improvements in the IT platform.

It was noted that full completion of the vessel particulars section would become mandatory, with a new ‘not applicable’ option being introduced for relevant questions rather than inspectors being able to skip items.

It was noted that where vessel operators had not completed the vessel particulars ahead of an inspection, AVIs needed to spend excessive time finding and recording this data, which would be better spent on other aspects of the inspection. To encourage pre-completion, a finding would be shown in future where this had not taken place. It was agreed to be promote this new policy ahead of introduction from 1 October 2024.

The current draft was available for committee members to review via the Teams site. Publication was anticipated in August 2024.

Action: Committee

6 Inspection Templates

6.1 eCMID and eMISW Inspection Templates

It was noted that the next updates would be in July/August 2024 and that they would be major version changes to eCMID 14 and eMISW 7. The changes planned included:

- A high-risk rating for questions in the eCMID template, as prepared by a workgroup
- Inspector guidance had been fully reviewed and rewritten for clarity in response to the QA process findings
- New, simpler reader notes would take the place of the inspector guidance in the final reports
- Other minor changes to address feedback and update references.

Both draft documents were available for committee members to via the Teams site. Publication was anticipated in August 2024.

Action: Committee

6.2 Remote & ROV Division Update

The committee was updated on Roger Moore's work with the ROV committee. IMCA R004 Rev. 6 had been released in February.

An updated R006 audit template was being created to reflect its revision and to transfer the template into an eCMID format. A similar accreditation scheme for ROV system inspectors was being planned. Subsea 7 offered to share its internal ROV audit to provide assistance in this development.

Action: Kevan Smith

Further work regarding AUV operations and audit was expected to take place in 2025.

6.3 Aquaculture Sector

Kerrie Forster reported positively on his engagement with the aquaculture industry. The eCMID concept had been well received, and it was anticipated that the first boats would be registered and inspected soon. It was agreed that an invitation for a representative from the aquaculture industry be made for the committee's face-to-face meeting in September. Kerrie Forster agreed to make contact.

Action: Kerrie Forster

7 Online System

Adam Hugo reported on the following:

- Recent developments, reflected additional reinvestment by IMCA of 2023 eCMID revenue:
 - Analytics hub – supplement filtering, CSV exports
 - Inspection app – record of timings, upload confirmation and help improved
 - Database website homepage and banner improved access to and awareness of news content
- Ready to launch with next template updates:
 - Vessel particulars – mandatory completion with 'NA' option; operator non-completion finding (see 5.2)
 - Vessel setup – ability to enforce supplement completion and layout improvements
 - Separate guidance notes for inspectors and report readers (see 6.1)
- Currently in development:
 - Operator review interface – addition of guidance notes
 - Analytics hub updated to include filters for high-risk questions
- Planned for later in 2024:
 - Authentication/security project
 - Exploration of potential API access for system users.

Potential future work included enhanced analytics and inclusion of other report templates (ROV, USV). Suggestions from the committee and system users were welcomed.

8 Inspector Accreditation – AVI Scheme

Mike Schwarz presented an update on the number of inspectors applying for, gaining and renewing accreditation, including a report on the geographical spread of existing inspectors and applicants. There were currently 415 AVIs live on the system, with, on average, > 10 new applications received in recent months.

Mike informed the committee of an imminent notable milestone – the 1000th application for the scheme. Though the number gaining and maintaining accreditation was lower, as those unable to meet scheme requirements dropped out and inspectors moved to new roles, this was a great achievement. IMCA and committee members agreed to share the announcement on their social media platforms when the milestone was reached. Mike agreed to contribute a quote regarding the 1000 AVI milestone.

Action: IMCA secretariat, Committee, Mike Schwarz

Online training courses were ongoing, covering both new inspectors and the five-year revalidation process. Attendance was reported to be very good and the most recent results showed very high pass marks.

Mike reported on the inspectors' progress through the revalidation process. 270 AVIs had been invited to apply for Part 1, and 187 of those had fully completed revalidation (Parts 1 and 2) so far. The meeting slide pack provided further information on the AVI scheme statistics.

The next IIMS Festival of Knowledge was planned for 7 November 2024. As previously, IMCA would present updates from the committee's work and regarding the updated templates and IT platform, with four further topical presentations from speakers to be sought.

9 Communication and Publicity

9.1 IMCA

Mark Ford and Adam Hugo presented an updated on communications activities within the IMCA secretariat:

- A communications plan was in development, likely to follow a new IMCA website being introduced this year
- The 2024 eCMID Annual report had been published as IMCA M267 in April 2024
- News was now promoted on the database website
- IMCA bulletins and safety campaigns continued
- Updates were planned for user guides and videos

With a new IMCA website in development, a clearer link between the IMCA website and the eCMID system was requested. It was noted that many eCMID users were unaware of IMCA's broader activities, with IMCA members potentially unaware of the potential value they could gain from using the eCMID system.

9.2 IIMS

The IIMS team provided an update on their plans, including the next Festival of Knowledge (see 8) and the eCMID AVI Newsletter. Topics for the next newsletter were discussed, including:

- Festival of Knowledge details
- An update on safety and security news from around the world, including the responsibility of and for AVIs while travelling to/from inspections. IMCA agreed to also forward its safety notices to AVIs via IIMS.
- Details on the marine surveyor apprenticeship scheme would also be included.

Action: IIMS, IMCA

10 Any Other Business

10.1 Vessel Categorisation and Template Selection

A discussion was held over the confusion often found with the description of eMISW applying 'under 500GT and/or under 24m'. For clarity, it was agreed that the length would be removed, and the categories would simply be eCMID for over 500GT and eMISW for under 500GT. Relevant communications would be issued.

Action: IMCA, IIMS

10.2 IMCA Live Events Programme

The 'IMCA Live' events programme for 2024 was presented and was available in the meeting slide pack. IMCA's Global Summit was to take place in Utrecht in December 2024, with high enthusiasm for a speaking slot and/or an exhibition stand at the event. Kerrie Forster volunteered for either outcome and Mark Ford agreed to raise the proposals with the event organisers.


11 Summary of Action Items

No.	Action	Responsible	Target
1	Provisional draft of Workboat Code of Practice	Kerrie IMCA secretariat	5 Sep
2	Establish workboat code workgroup	Bo-Kiel Jennifer M IIMS representative	10 Dec
3	Review how strategic objectives are currently displayed and if improvement can be made.	Committee	5 Sep
4	Review 10 eMISW reports that have used HSC supplement	Andy/Adam	5 Sep
5	eCMID and eMISW templates to be reviewed and, where appropriate, disable the provision to upload images to questions.	IMCA Secretariat	5 Sep
6	MSA to review their training surrounding the use of photos during inspections and update accordingly.	IIMS	5 Sep
7	Provide a quote regarding the 1000 AVI milestone	Mike	30 Jun
8	Share the news update on the 1000th AVI application	All	5 Sep
9	Update categorisation of eMISW to under 500GT only.	IMCA secretariat	5 Sep
10	Assist with AVI newsletter content.	Adam/Jennifer E	5 Sep
11	IMCA send out links to our guidance on Travel Security	Adam/Jennifer E	5 Sep
12	Commence a bridging analysis for eMISW and compare the questions with eCMID.	Kerrie	5 Sep
13	Continue work on new ROV and AUV inspection templates. Plan accreditation aspects.	Mark, Roger, Andy	5 Sep
14	Provide a copy of their internal ROV audit template.	Kevan	20 Jul
15	Progress aquaculture initiative and report back.	Kerrie	5 Sep
16	Invite an aquaculture representative from the September meeting.	Kerrie	5 Sep
17	Progress communications plan	Adam, Mark, IMCA Comms	5 Sep
18	Source eCMID committee representative from BP.	Sujit	5 Sep
19	IMCA Global Summit – propose presentation/exhibition	Mark, Kerrie	Dec 24

12 Date and Location of Next Meetings

The remaining 2024 meeting dates were presented as follows:

- Wednesday 5 September from 10:30 – a face-to-face meeting at IMCA's London offices
- Tuesday 10 December – via Teams

	Sujit Viswanathan	12/12/2024
Signed as a true record	Name	Date






20240620 eCMID Committee Minutes

Final Audit Report

2024-12-12

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