

Minutes of a meeting of the Association’s Competence & Training Core Committee held on 24 October 2024 from 13:00 via/at IMCA London & On-Line

1 Welcome and attendance

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

Name		Company	23/10/2023	25/01/2024	27/06/2024	24/10/2024
Natalie	Carroll	Boskalis Offshore	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Andy	Butler	TechnipFMC	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Jamie	Johnston	Sulmara Survey				☑ Attended
Julian	Nelson	Oceanscan Ltd	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Celio	Pessoa	Subsea7	☒ Apologies	☒ Apologies	☒ Apologies	☒ Apologies
Nicola	Rae	TechnipFMC	☑ Attended	☒ Apologies	☑ Attended	☑ Attended
Roland	Reid	Rovop				☑ Attended
Mark	Ross	N-Sea				☑ Attended
Gavin	Smith	Caledonia Competence Limited	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Jerry	Starling	K Subsea Brunei Limited	☑ Attended	☒ Apologies	☑ Attended	☑ Attended
Darren	Walley	Fugro	☑ Attended	☑ Attended	☑ Attended	☒ Apologies

Also present or joining via videoconference were:

Roger Moore	IMCA	Technical Advisor
Giulia Luerti	IMCA	Technical Advisor

2 Safety Briefing

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

3 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.

4 Introductions

An introduction from each person was given

Following this Natalie welcomed Giulia to the committee meeting and Giulia then introduced those present and online (as a new employee of IMCA) of her role and she included the recent work of the Environment & sustainability committee which she assists on, reporting to Mary as lead TA

5 Minutes of the previous meeting

The minutes of the meeting of June 27th, 2024, were approved without amendment. Natalie agreed to sign the previous minutes.

Action: Roger, Natalie

6 Work program

6.1. Rov Supervisor Tables are complete and will be under final review alongside its associate paperwork, Roger reported a new draft 3.4 doc is available now in the review folder for completion and for adding forward.

ACTION: Roger Moore /Julian Nelson

6.2. Plan to look at (CMS) Comms around a competence awareness drive and maybe useful to conduct a slido poll at global summit in December, Roger to get Events team involved and discuss with Technical Director. A working group of Nicola, Gavin, Darren, Roland and Jamie would be put together.

ACTION: Roger Moore/ Gavin Smith

6.3. Freelance Portfolios were discussed as these were not located were expected and offline, following this a set of documents that were previously missing may have been located and will be sent to Roger so latest set can be made available to a working group.

ACTION: Roger Moore

6.4. Subsea inspection working group, to build a standalone framework for inspection disciplines, which could be integrated to C003 &C004 inline with C001 or maybe a new C006. (Working group will be Mark, Julian, Mike, Blake & Jerry)

ACTION: Roger Moore /Julian Nelson

7 ROV Auditors existing process and scheme potential

RM gave an overview of the work done and updated those present and online to the progress made with R006 ROV Audit Document. RM explained in some detail about the registered ROV Inspector program, (similar to AVI's, ADSI) and will report back on the work from the ROV committee. RM will report back to C&T When the trainee auditors' question and exam section needs additional C&T enrolment.

ACTION: Roger Moore/Natalie Carroll

8 Confidential Safety Discussion

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

9 Any other business

Roger reported back to C&T about Client rep documentation following discussion with other committees, this is to be dropped, and new wording put forward for C001-C005 to take that out of those documents.

Up coming IMCA events were discussed.

ACTION: Roger Moore

10 Summary of action items

Action	Responsible	Date
Minutes of Previous Meeting to be signed	Roger Moore	28/10/2024
ROV Supervisor tables	Rov ST Work Group	29/11/2024
CMS	Roger Moore/Gavin Smith	29/11/2024
Freelance Portfolio (Locate /replace with word versions)	Roger Moore	15/11/2024
Freelance Portfolio for Dive and Marine (Review)	FLP Working Group	Year End 2024
Subsea Inspection working group formation and TOR completed.	Julian Nelson	15/11/2024
ROV Auditors Program (question and exam)	Natalie Carroll	Year End 2024
Client Rep wording	Roger Moore	28/10/2024

11 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

12 Date and location of next meeting

Wednesday 22nd January 2025 @Boskalis 13:00-16:00

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Signed as a true record

Name

Date