

Minutes of a meeting of the Association’s Diving Division Management Committee held on 18 February 2025 from 09:00 – 16:00 IMCA Office London and via Microsoft Teams

Members present or joining via videoconference are recorded in section 2, with the following also attending

Bill Chilton	Diving Manager	IMCA
Ali Macleod	Diving TA	IMCA
Dave Slater	Diving TA	IMCA
Kester Keighley	Diving TA	IMCA
Katie Kidd	Technical Administrator – Diving	IMCA
Katrina Wood	Subsea Controls Engineer	Serica

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	Feb 2025	Jun 2025	Sep 2025	Nov 2025
Simon Binsted	Subsea 7 (Chair)	Attended			
Andy Butler	Technip FMC (Vice Chair)	Attended			
Darren Brunton	KB Associates	Attended			
Sean Brunton	McDermott	Apologies			
Maurizio Chimes	Saipem	Attended			
Leo Duran	Oceanica	Attended			
Steve Ginn	DOF Group	Apologies			
Ian Hughes	HSS	Attended			
Mike Jessop	OCSC	Attended			
Steve Sheppard	Helix	Attended			
Adriaen Winckers	Bluestream	Attended			
Marni Zarbarsky	Aqueos	Attended			

Legend: ✓ Attended ✓ Part-Time S Substitute ✉ Apologies Absent N/A

3 Minutes of the previous meeting

3.1 Approval of the minutes

The minutes were agreed and were duly signed as an accurate record by the Chair.

3.2 Matters arising from the minutes not covered by the agenda

There were no matters arising from the minutes that were not covered by existing agenda items.

4 Un-minuted safety discussion

An un-minuted discussion took place.

5 Review of progress with actions from previous meeting (12th November 2024)

Actions from previous meeting reviewed. Any actions not closed out have been carried forward to the Summary of Actions table found at the end of these minutes.

6 DDMC Objectives

The DDMC objectives for 2025 were discussed and agreed as follows:

1. Pursue Brazilian Navy to acceptance and recognition of the IMCA Diving Supervisor qualification (e.g. by inclusion within NORMAM 222 Diving Regulations). Brazilian Navy to join next Air Diving Supervisor Refresher Program. (Ongoing from 2024).
2. Complete the review of the current IDRCF internationally recognised Bell Diver Training Standards. (Ongoing from 2024).
3. Produce and publish guidance on deck decompression chambers (Q1 2025)
4. Produce guidance on in-water diver training:
 - How to set up a dive school that will issue in-water diver training certificates recognised by IMCA (Q2 2025)
 - Procedure for conducting Experienced Diver Competency Assessments leading to award of IMCA recognised in-water diving qualification (Q3 2025)
5. Resolve lifting terminology issues update DESIGN suite of documents to reflect changes (Q4 2025)
6. Review update and publishing of D041 Use of battery-operated equipment in hyperbaric conditions (Q4 2025)
7. Review, update and publishing of D022 Guidance for Diving Supervisors (Q3 2025)

There was a discussion regarding the operator's request for guidance on renewables and it was agreed that there needed to be a discussion with the other divisional chairs to clarify what is required with a view to setting up a cross division work group.

Bill Chilton

7 Diving Equipment Issues

7.1 Update on diving equipment sub-committee issues:

Dave Slater gave an update on the diving equipment sub-committee, it was explained to the new members of the committee that the sub-committee had been created to review issues, consider solutions and provide feedback to members. An action tracker has been produced to track and record these issues and is working effectively. There have been numerous issues with the DESIGN suite of documents, these are mostly terminology and not safety related. In order to streamline this it was proposed that an annual report with all proposed changes to the DESIGN documents is generated in October for DDMC review. This will then be discussed and ratified during the Q1 DDMC meeting.

It was noted that as the sub-committee evolves there will be a need for Terms of Reference and potentially additional committee members.

There was a discussion regarding leak testing diving cylinders after servicing and that this should be added to add to D018's detail sheet(s)

Dave Slater

As per the pre-read, the committee were also given an update on IMCA D051 Hyperbaric evacuation systems (HES) interface recommendations, D064 Guidance on Diving Cylinder and Valve thread Compatibility, changes to IMCA D018 and composite cylinders.

8 Potential update to D045 Code of practice for the safe use of electricity under water

Katrina Wood, Serica Subsea Controls Engineer, gave a presentation on steady state fault current. Following the presentation the committee agreed to set up an electrical safety work group to review and update relevant documents including:

- ◆ IMCA D044 Guidelines for isolation and intervention: Diver access to subsea systems
- ◆ IMCA D045 Code of practice for the safe use of electricity under water
- ◆ IMCA D079 Subsea power cables

The work group should include Katrina and a member of the ROV committee.

Bill Chilton

9 Diver Training Issues

9.1 Opening up IMCA Experienced Diver Competency Assessments (EDCA): As per the pre-read IMCA experienced diver competency assessments were discussed. Darren Brunton explained the process which involves theory reviews, practical assessments and the involvement of assessors and supervisors. Opening this up to different regions would be particularly useful for divers who are unable to attend courses because of travel restrictions, visa issues and language barriers etc. A robust guidance document will be required to set out the criteria, this will be presented for review at the next committee meeting.

Ali Macleod/Darren Brunton/Bill Chilton

9.2 General update on diver training: The secretariat have produced a new document 'Procedure for IMCA recognition of in-water diver training' which will be published once background infrastructure (forms, IT etc.) is in place.

Ali Macleod

9.3 CPD Units. What the Secretariat are looking for, how DDMC can help: The secretariat requested that committee members share resources that can be used to generate the CPD app modules and asked for suggestions for potential module topics.

DDMC/Katie Kidd

9.4 Update on French in-water diver training certificates: In the absence of INPP, France no longer meets the requirements in the IDRCF Terms of Reference and will therefore no longer accept certificates issued from France after 14th June 2024. The National Centre for Hyperbaric Expertise (CNEH) has been formed to take over French diver certification and ensuring the Terms of Reference for IDRCF are reinstated. It is unknown how soon this will be addressed.

It was suggested that if the INPP database of diver certification was made available IMCA could integrate it with the existing verification portal and will be discussed with IMCA IT.

Ali Macleod

10 Liaison with other organisations

10.1 IDIF meeting, Pertamina, Jakarta 30th April 2025: Include topics on diver training, decommissioning, renewables and experienced diver competency assessments in the agenda for the upcoming IDRCF meeting in Jakarta.

Bill Chilton/Ali Macleod

11 Any other business

The committee discussed the potential need for guidance on the use of explosives in decommissioning, including safety distances, environmental impact, and the involvement of specialist contractors. The secretariat will ask regional committees for input on the prevalence and demand for using explosives in decommissioning activities to determine the need for a standalone document.

Bill Chilton

Check the bye-laws/converse with IMCA SLT for guidance on committee size before co-opting new members.

Bill Chilton

IMCA are currently not operating 'one off' exams as a result there needs to be a discussion with Petrobras about extending the ADSRP scheme period to accommodate diving supervisors who have not yet completed their assessments due to work schedules and exam schedules.

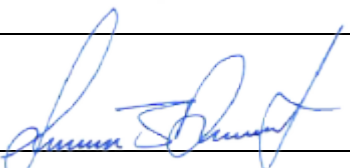
Ali Macleod

12 Summary of action items

Action	Responsible	Target
DDMC members to liaise with Katie Kidd on any topics/safety flashes that may be deemed suitable for the diving supervisors' CPD app	DDMC	Q1-Q4 2025
Discuss renewables with the other divisional chairs to clarify what is required with a view to setting up a cross division work group to create the required guidance.	Bill Chilton	Q2 2025
Create a terms of reference for the diving equipment sub-committee.	Dave Slater / Mike Jessop	Q2 2025
Give DDMC members read only access to Diving Equipment Sub-Committee action tracker.	Dave Slater/IMCA IT	Q2 2025
Set up an electrical safety work group to review and update relevant documents including IMCA D044 Guidelines for isolation and intervention: Diver access to subsea systems, IMCA D045 Code of practice for the safe use of electricity under water, IMCA D079 Subsea power cables. The work group should include Katrina Wood (Serica) and a member of the ROV committee.	Bill Chilton	Q2 2025
Pull together the foundations of a procedure for Experienced Diver Competency Assessments for review at the next committee meeting.	Ali Macleod/ Darren Brunton/Bill Chilton	Q2 2025
Discuss the integration of the INPP database of certificates with the existing IMCA verification portal with IMCA IT.	Ali Macleod	Q2 2025
Ask regional meetings for input on the prevalence and demand for using explosives in decommissioning activities to determine the need for a standalone document.	Bill Chilton	Q3 2025
Check the bye-laws for guidance on committee size before co-opting new members.	Bill Chilton	Q1 2025
Approach Petrobras to discuss extending the ADSRP scheme due to exam limitations.	Ali Macleod/Darren Brunton	Q2 2025

13 Date and location of next meetings

18th June 2025, 0900hrs, IMCA office, London

	Simon Binsted	26-Feb-25
Signed as a true record	Name	Date

Review of progress with actions from previous meeting

Action	Responsible	Target
Equipment		
Working group for duration of lung powered scrubbers. TOR agreed. Next meeting likely Q4 2024. JFD conducted the first test on the ELPS and identified some issues with the test protocols. The results will be discussed at the next D077 work group meeting. Additionally, there were some issues with getting a gas supply to NUI, which have now been resolved.	SB/DS	Ongoing
Duplication of testing requirements. Current practice of duplicating testing requirements throughout the DESIGN documentation suite which has introduced significant challenges in maintaining uniform testing standards. Provide examples of what this would look like at next DDMC meeting	DS	Q4 2024
Lifting and Rigging Terminology: IMCA Information Note 1665 to be updated to explain that both SWL / WLL will be acceptable to IMCA in the interim period (suggested 12 months but clarify with IMCA's lifting and rigging committee). ADSIs to be informed of update – Ongoing	DS	Q4 2024
Updates to D040 and D023 to reflect evolution of daughter craft diving vessels: Explanatory note in D015 (mobile/portable/daughter craft surface supplied systems) required.	SB	Q4 2024
D077 Guidance on prevention and mitigation of lost bell emergencies. Update to include guidance on actions divers should take in this scenario. TFMC to provide checklist, DS to update document for comment - Open but actioned	AB/DS	Q1 2025
D064 Guidance on Diving Cylinder and Valve thread Compatibility: Discussed as per pre-read. D064 to be updated to clarify exactly what it is applicable to and what it is not applicable to- See Appendix 1	DS	Q1 2025
Training		
IMCA recognition of diving qualifications: A diver training standard document that can be issued to national regulators seeking IMCA recognition for their diving qualifications is to be produced by consolidating all relevant IMCA Information Notes.	AM/KaKi	Q1 2025
Wet Bell Training: Defining the Parameters. DDMC agreed that as long as suitable training exercises were undertaken then depth of wet bell was immaterial. Ali Macleod to assist with details of training exercises when required.	AM	Ongoing
Shanghai Salvage Saturation Diver Assessment. Ali Macleod to liaise with Darren Brunton to ensure experienced diver assessments are run in line with IMCA guidance.	AM/DB	Ongoing