



IMCA is the international trade association representing offshore, marine and underwater engineering companies

It seeks to:

- strive for the highest possible standards with a balance of risk and cost in: health and safety; technology; quality and efficiency; environmental awareness and protection;
- achieve and sustain self-regulation in the industry;
- ease the free movement of equipment and personnel globally;
- achieve equitable contracting regimes;
- provide the framework for training, certification, competence and recruitment to support and sustain the industry globally;
- resolve industry issues; and
- promote co-operation across the industry.

Members include pipelay, heavy lift, diving, remotely operated vehicle, survey and offshore construction contractors, plus various contractors operating specialist marine equipment.

IMCA has two core activities in which all members participate:

- Competence & Training includes a comprehensive framework devoted to promoting safety by defining and encouraging training and competence in key safety-related positions.
- Safety, Environment & Legislation (SEL) includes monitoring national and international regulatory bodies, circulation of relevant information to members and advancement of industry positions where necessary

Members join in one or more technical divisions relevant to their own activities:

- Diving
- Marine
- Offshore Survey
- Remote Systems & ROV

IMCA works with a global focus, but also has regional sections covering the key offshore areas: Asia-Pacific, Central & North America, Europe & Africa, Middle East & India and South America.

IMCA has published substantial and comprehensive good practice guidance on marine operations based on its members' experience in a range of related areas. More details on specific activities are set out on these factsheets.

International Marine Contractors Association

www.imca-int.com

A competent workforce is more productive, operating with reduced risks, shorter downtimes and fewer injuries.

IMCA has developed guidance on competence assurance and assessment in order to provide offshore contractors with a framework within which to produce their own schemes, thereby giving the offshore industry a general confidence that personnel appointed to safety-critical positions can carry out their jobs in an effective manner. Those involved know that a rigorous assessment procedure is in place against which their skills, experience and knowledge will be measured. This initiative also helps clients work with and recognise contractors' schemes and documentation because they are based on a standard framework.

Guidance Documentation

IMCA competence guidance is available separately for each technical division – **IMCA C 002** (Marine), **C 003** (Diving), **C 004** (Offshore Survey) and **C 005** (Remote Systems & ROV). The guidance aims to:

- ◆ provide an overview and description of a typical competence assurance and assessment scheme;
- ◆ specify minimum requirements and qualifications, where applicable, and minimum experience required to ensure that personnel are competent to fulfil their safety-critical responsibilities;
- ◆ specify a competence assurance framework showing how proficiency can be developed, demonstrated, accepted and maintained;
- ◆ provide a reference document detailing the procedures, criteria and recording system to be applied when assessing the competence of personnel engaged in safety-critical positions.

The main guidance is set out in the form of a document for those implementing competence schemes plus competence tables for positions in the relevant technical sector(s) of the industry which define:

- ◆ for competence assurance – a range of criteria including academic and vocational qualifications, demonstrable experience, technical skills, medical certification and appropriate training;
- ◆ for competence assessment – detailed tables setting out knowledge and demonstrable skill levels across 'core competences' relevant to all safety-critical personnel (such as communication and emergency response) and 'key competences' specific to the role being filled and activities being undertaken.

The document provides implementation guidance on new personnel entering a competence scheme, experienced personnel entering such a scheme for the first time and on existing personnel within a competence scheme, covering entry criteria, the recording of progress as people receive training, broaden their skill base, gain experience or attain more knowledge, and guidance on ongoing assessment arrangements. Advice is also given on auditing, assessment and review.

Information packs are also available to explain the competence guidance to freelance personnel and guide them on preparation of portfolios comprising records of their working experience, training and competence assessments.

Guidance on Assessor Training (**IMCA C 007**) has also been issued to assist in the selection/development of suitable training programmes for those carrying out on-the-job assessments.

Logbooks

A range of IMCA logbooks is available for recording training, competence assessments and operational experience:

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|--------------------------------|---------------------------------|------------------------|
| ◆ Auditor/Inspector | ◆ Dynamic positioning (DP) | ◆ Professional diver |
| ◆ Crane (for offshore vessels) | ◆ Life support technician (LST) | ◆ Record of competence |
| ◆ Crane operator | ◆ Offshore engineer | ◆ ROV personnel |
| ◆ Dive technician | ◆ Offshore manager | ◆ Survey personnel |
| ◆ Diving supervisor | ◆ Offshore survey | |

The IMCA Record of Competence (**IMCA C 006**), is incorporated within all of the above logbooks and is also available separately for use with other roles.

For more details, please visit our website at www.imca-int.com/competence