



# IMCA Member Undertakings

April 2011

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](http://www.imca-int.com)

## Introduction

This factsheet clarifies certain aspects of IMCA membership. It confirms, in one place, the material which is contained in the IMCA Constitution and in other IMCA documents like the IMCA logo guidelines, the annual member certificate and the published good practice guidelines. These documents contain the basis of membership of IMCA.

There are a number of matters which apply to all members as listed below. Although further specific undertakings apply to specific membership categories, the undertakings of all membership categories are provided as information for all members in other categories.

This information is now on the IMCA membership application form which is available at [www.imca-int.com/join/moreinfo.html](http://www.imca-int.com/join/moreinfo.html) to clarify to new members what membership means. Members are welcome to refer prospective members to that part of the website.

The IMCA constitution can be found at [www.imca-int.com/documents/join/IMCA-Constitution.pdf](http://www.imca-int.com/documents/join/IMCA-Constitution.pdf) for fuller guidance. The IMCA logo guidelines can be found at [www.imca-int.com/core/imca/logo.html](http://www.imca-int.com/core/imca/logo.html)

At [www.imca-int.com/documents/factsheets/](http://www.imca-int.com/documents/factsheets/) a number of other factsheets can be found. *The IMCA message*, *What is a trade association*, *Self-regulation* and *Be an active member*, all describe aspects of IMCA and the work of a trade association.

**Members are encouraged to take part in the affairs of the Association** (Constitution 4.7 and *Be an active member* factsheet) for example taking part in surveys like the annual safety statistics exercise, submitting safety flashes, contributing to the work programme and sharing experiences.

## Undertakings

**General undertakings for all members:**

- ◆ **Members agree to further the aims and objectives of the Association and to promote self-regulation** (Constitution 4.4). The objectives are contained in the sidebar to the left;
- ◆ **Members agree not to bring the Association into disrepute** (Constitution 4.6);
- ◆ Guidelines – the Association maintains guidelines to be implemented proactively by members. To comply with competition law, the adoption of guidelines or standard terms and conditions is actively encouraged but not mandatory (Constitution 3.2 and 3.3). Under the normal working of a trade association IMCA does not act to demand/audit/ensure compliance;
- ◆ IMCA logo – IMCA encourages members to use the IMCA logo as a sign of their membership. When used in this way it should be accompanied by the word 'Member' or by the membership category, e.g. 'Contractor (Co) Member'. **Members agree not to use the IMCA name or logo to indicate compliance, approval or recognition.**

## Additional Undertakings for Contractor Members

**Contractor members (ICO and Co) agree to be audited against the Association's guidelines** where required by a client contract (Constitution 4.5). **Members agree to have an overall quality management system which includes a safety management system** (Constitution 24.1). **Contractor members agree not to use IMCA membership itself, or the IMCA name or logo to claim that they are compliant with IMCA guidelines or in any way 'approved' by IMCA.** They need to demonstrate compliance, if asked, in their own way through reports and audits.

## Additional Undertakings for Supplier (of Equipment) Members

**Supplier (of equipment) members (S) agree not to use IMCA membership itself, or the IMCA name or logo to claim that the equipment they supply is compliant with IMCA guidelines or is in any way 'approved' by IMCA.** They need to demonstrate the quality of their equipment, if asked, in their own way through specifications, reports and audits.



## Additional Undertakings for Supplier (of Services – Consultants) Members

**Supplier (of services – consultants) members (S) agree not to use IMCA membership itself, or the IMCA name or logo to claim that the service they supply is compliant with IMCA guidelines or in any way ‘approved’ by IMCA.** They need to demonstrate the quality of their services, if asked, in their own way through specifications, reports and audits. There are no ‘approved’ IMCA auditors or consultants and anyone claiming to be one is making a false statement.

## Additional Undertakings for Supplier (of Personnel) Members

**Supplier of personnel (personnel agencies) members (S\*) agree not to use IMCA membership itself, or the IMCA name or logo to claim that their company or the personnel they supply are IMCA approved.** There are no ‘approved’ IMCA personnel agencies and anyone claiming to be one is making a false statement.

## Additional Undertakings for Supplier (of Training) Members

**Supplier of training (training establishments) members (S\*) agree not to use IMCA membership itself, or the IMCA name or logo to claim that their company, training establishment or courses are IMCA approved, except in the very limited circumstances mentioned below.**

There are only four training courses for which IMCA offers approval/recognition:

- ◆ Trainee air diving supervisor;
- ◆ Trainee bell diving supervisor;
- ◆ Assistant life support technician;
- ◆ Diver medic.

These training establishments gain a separate certificate to indicate IMCA approval of these courses. Otherwise, there are no ‘approved’ IMCA training establishments and anyone claiming to be one is making a false statement. Members agree not to use the IMCA name and/or logo on any certificates except for the four courses listed above. Use of the IMCA name and/or logo in any other circumstances causes confusion as to approval of the course and verification of the certificate which must be avoided. For the same reason, training establishments agree not to use the IMCA name and/or logo on any promotional materials relating to non-approved courses.

Wording on course promotional material such as the following is acceptable:

- ◆ “Course content is in line with guidance document IMCA X XXX - [TITLE]”;
- ◆ “Course content is in line with IMCA guidance documents and syllabi for [TOPIC]-related training courses”.

Schools agree to supply their wording to IMCA if they wish any clarification.

## Additional Undertakings for Corresponding (C) Members

**Corresponding members recognise that the IMCA publications are guidelines, not standards.** Contractor/International Contractor members are actively encouraged to use them but it is not mandatory (Constitution 3.2 and 3.3). Under the normal working of a trade association, IMCA does not act to demand/audit/ensure compliance. Membership of IMCA does not guarantee compliance.

For more details or any clarification on IMCA Member Undertakings  
please contact the secretariat on [imca@imca-int.com](mailto:imca@imca-int.com)