



IMCA Publications

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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.

IMCA publishes over 200 documents to promote good practice and raise awareness of technical issues about work in the marine contracting industry.

This extensive catalogue builds on the achievements of IMCA's predecessor organisations AODC and DPVOA, whose earlier documents still considered current are available from IMCA.

This factsheet sets out the different publication categories and highlights a few key documents.

Good practice guidance

The collective experience of almost 800 members operating in nearly 60 countries around the world is brought together in a range of publications. Each addresses a specific sector, task or piece of equipment and sets out good practice to help ensure safe and efficient offshore operations. Key documents include:

- ◆ *Guidelines for lifting operations* (IMCA SEL 019/M 187)
- ◆ *IMCA international code of practice for offshore diving* (IMCA D 014)
- ◆ *Guidelines for the design and operation of dynamically positioned vessels* (IMCA M 103)
- ◆ *Code of practice for the safe and efficient operation of remotely operated vehicles* (IMCA R 004)

Audit documents

IMCA has produced a number of standard, recognised audit protocols and report templates. These set out requirements in a common way that can be adopted generally by marine contractors (including vessel operators, diving and ROV contractors) and their clients. This helps to reduce unnecessary variation and avoid costly repeat audits by providing a uniform approach and set of criteria, bringing increased efficiency to all concerned.

- ◆ For general vessel inspection, the *Common marine inspection document* (IMCA M 149)
- ◆ For specific vessel requirements, guidance on DP trials and FMEAs
- ◆ For smaller vessels, the *Marine inspection checklist for small workboats* (IMCA S 004/M 189)
- ◆ For diving systems, *Diving equipment systems inspection guidance notes (DESIGN)* (IMCA D 023, 024, 037, 040)
- ◆ For ROV systems, the *Standard ROV audit document* (IMCA R 006)

Incident analysis

IMCA maintains a database of DP incident reports submitted from dynamically positioned vessels over more than a quarter of a century. Each year, the reports are collated, anonymised and an analysis of the incidents is published. This helps establish trends in incidents for discussion with vessel operators, equipment suppliers, training establishments and others to address particular issues. The results have helped keep the DP fleet operational, safe and acceptable to authorities by feeding into improvements in designs, procedures and training. A similar system has now been established for collection and analysis of data on lifting incidents.

- ◆ *Analysis of station keeping incident data 1994-2003* (IMCA M 181)
- ◆ *Dynamic positioning station keeping incidents* (DPSI printed collection 1980-2006; annual reports from 1989)

Technical reports

IMCA has produced technical reviews and documents covering a range of specialist equipment used by marine contractors, addressing both safety and performance issues. Examples include:

- ◆ *A guide to DP electrical power and control systems* (IMCA M 206)
- ◆ *A review of marine laser positioning systems – MK IV Fanbeam®; CyScan* (IMCA M 170)
- ◆ *Crane specification document* (IMCA M 171)
- ◆ *Digital video offshore: A review of current and future technologies* (IMCA S 008)

IMCA documents online

Visit our website to find out more about the full range of IMCA documents, including publications such as those outlined in this factsheet, together with:

- ◆ Brochures and factsheets
- ◆ Competence packs
- ◆ Contracting documents
- ◆ Safety flashes

www.imca-int.com/documents

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Contractors Association

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Regulatory and standards-based issues

Regular briefing is provided to members on a range of regulatory issues. These include: requests from authorities for input on draft regulations; seeking feedback on recently published regulations; and providing information to members on how new legislation may affect their operations. From time to time, more detailed analysis is performed, which may be made available more widely as an IMCA publication. Examples include:

- ◆ *Environmental management standards – ISO 14,001 – ISM gap analysis (IMCA S&L 004)*
- ◆ *Norway/UK regulatory guidance on offshore diving (NURGOD) (IMCA D 034)*
- ◆ *Application of UK safety case legislation to specialist vessels – Well servicing (IMCA S&L 005)*

Contracting principles

In 2005, the IMCA Contracting Principles were published as a discussion document and updated in 2011. The principles aim to serve the long-term interests of all participants in the oil and gas industry by encouraging an equitable contractual balance based on the parties' respective risks and rewards. IMCA has also issued a guide to risk assessment in contracts, generic contracts and related documents to assist parties in their commercial relationships and promote dialogue. Titles include:

- ◆ *IMCA general contracting principles*
- ◆ *IMCA decommissioning contracting principles*
- ◆ *IMCA marine construction contract*
- ◆ *Identifying and assessing risk in construction contracts – an IMCA discussion document*
- ◆ *Terms and conditions for survey support services (IMCA S 007)*
- ◆ *ROV services contracting principles (IMCA R 007)*
- ◆ *Contract for the provision of ROV, support vessel and associated work (IMCA R 013)*

Education and training

The offshore workforce encompasses a very wide variety of roles. IMCA members rely on being able to recruit personnel with the appropriate education, training and skills necessary to undertake each one. IMCA guidance can help ensure a consistent approach and encourage company or training establishment requirements to cover the various necessary criteria. Examples include:

- ◆ *Academic requirements for graduate surveyors working in the offshore survey sector (IMCA S 005)*
- ◆ *IMCA offshore diving supervisor and life support technician schemes (IMCA D 013)*
- ◆ *Outline syllabi for ROV-related training courses (IMCA R 010)*

Logbooks and competence records

IMCA's logbooks enable offshore personnel to keep clear, consistent records of experience, together with details of their training, previous experience and competence assessments. These can be reviewed easily by potential employers and enable simple transfer of personnel between companies. The range includes:

- ◆ *IMCA record of competence (IMCA C 006)*
- ◆ *Logbooks for the following roles: professional diver, diving inspection personnel, diving supervisor, life support technician, technician, DP operator, crane operator, crane, ROV personnel and survey personnel, offshore engineer, offshore manager and auditor/inspector*

Safety promotion materials

IMCA publishes a range of key materials (DVDs, pocket cards and posters) for use with the wider offshore workforce, with safety messages to the fore. Examples include:

- ◆ *Working at height DVD (IMCA SEL 009)*
- ◆ *Slips, trips and finger nips DVD (IMCA SEL 013)*
- ◆ *Drug and alcohol misuse: the effects (IMCA safety pocket card 007)*
- ◆ *Workplace safety self assessment (IMCA safety pocket card 010)*
- ◆ *Manual handling: watch your back (IMCA safety poster 001)*

Member documents

Members receive all relevant publications as they are issued, as well as a variety of briefing and information notes, safety flashes and minutes of committee and regional meetings.

Members also have access to a secure online website which makes over 1,000 IMCA documents available to download.

For more details on membership, visit our website at:

www.imca-int.com/join