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## Also enclosed:

- ◆ IMCA Constitution
- ◆ Application form
- ◆ Publications catalogue
- ◆ IMCA brochure

*For the latest version of the information contained in this pack, please visit [www.imca-int.com/join](http://www.imca-int.com/join)*

## Information Pack: **Applying for Membership**

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*These documents provide information for prospective members of IMCA. They describe its role, objectives, structure, activities, the benefits of membership, the categories in which members join, the application process and current subscription fees.*

*You may also wish to contact IMCA before applying to join to receive details specific to your own organisation, including information on activities in your local region(s), the recommended membership category and current full- and part-year fees. Please contact Hugh Williams, IMCA Chief Executive, for further details or to discuss any aspect of applying to join the Association. Contact details are shown at the top of this page.*

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### Introduction to IMCA

#### Aims

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

#### Benefits of Membership

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of guidance and information notes, codes of practice, and by other appropriate means. Among the benefits of membership are:

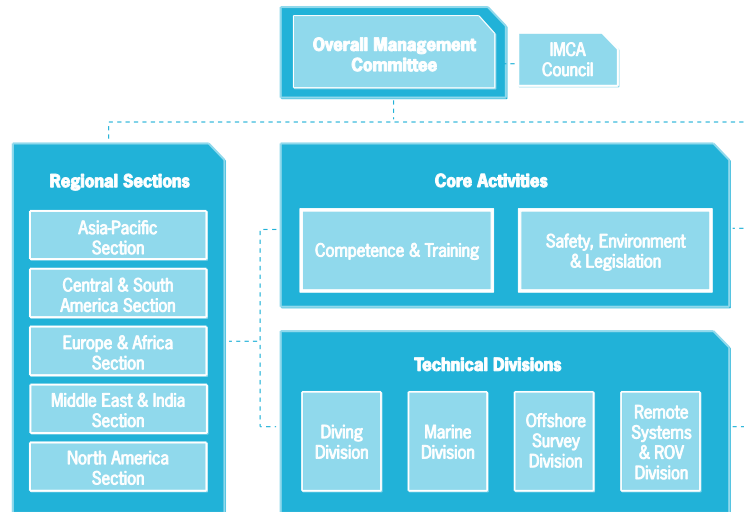
- ◆ Receipt, as it is issued, of good practice guidance, based on members' cumulative global experience. Regularly updates, with opportunities for input into the development process;
- ◆ Safety flash system to pass on lessons learned from offshore incidents;
- ◆ Regular newsletter, briefing notes on technical issues, regulatory developments, and events appropriate. Receipt of all IMCA documents in relation to the division(s) to which they belong, the two core committees and their relevant regional section;
- ◆ Access to a secure website, with over 900 current documents available for download. The site also includes discussion forums, facilitating communication between members and progressing the Association's overall work programme;
- ◆ Quarterly regional forums to tackle local issues;
- ◆ Seminars and workshops on numerous topics of interest;
- ◆ 'Single voice' lobbying on regulatory matters, with client organisations and representation with other related bodies.

An overview of IMCA's activities and objectives can be found in the enclosed brochure. IMCA's work programme is set out on our extensive website at [www.imca-int.com](http://www.imca-int.com).

## Structure and Activities

The Association is led by its Overall Management Committee, with political direction and support provided by IMCA Council, comprising senior representatives of the Association's International Contractor (ICO) members.

The world-wide and regional structures of IMCA are shown in the graphics and described below:



Two **Core Activities** work for the benefit of all members, addressing a broad range of issues affecting the wide body of members in the offshore sector:

- ◆ **Competence & Training**
- ◆ **Safety, Environment & Legislation (SEL)**

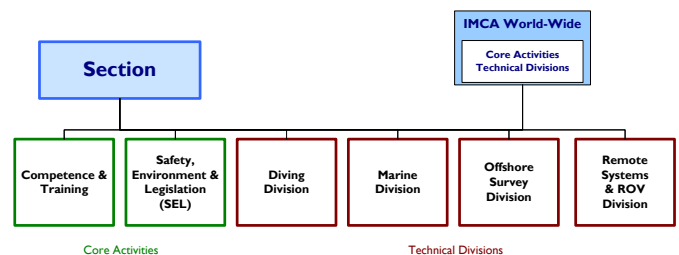
Members join one or more of the four **Technical Divisions**, paying the appropriate subscription for those areas relevant to their own offshore operations:

- ◆ **Diving** – dealing with offshore commercial diving issues (NB IMCA does not address inshore/civil diving matters)
- ◆ **Marine** – including a focus on dynamic positioning and general marine construction topics
- ◆ **Offshore Survey**
- ◆ **Remote Systems & ROV**

Task-specific workgroups also exist to address particular areas of interest to members, currently including contracts, insurance and other specific technical issues related to the wider work programme.

Five **Regional Sections** provide a regular forum for discussing local issues and give valuable input into IMCA's world-wide activities, in each major area of offshore activity – Asia-Pacific, Central & South America, Europe & Africa, Middle East & India and North America.

The regional sections also have a number of sub-groups (see diagram), which enable local technical issues relevant to the core activities and technical divisions to be discussed and fed back made to the world-wide committees.



IMCA also holds a number of seminars, workshops and briefing sessions at locations around the globe on a variety of topics of interest to members. The major highlight is IMCA's annual seminar.

Every member receives the full documentation produced by IMCA's world-wide committees. Each membership is aligned with the regional section for the area which it is based, with access to the section's activities. Many members are active in more than one region, but concentrate their activities in one region where the office is located from which they can attend IMCA section meetings. If a company wants to attend section meetings in another region and receive the documentation produced by IMCA at another address, it should consider 'affiliate' membership.

IMCA has a permanent secretariat based in London, but with staff regularly attending meetings of the Association's committees and regional sections. They also meet clients, regulators and related third-party organisations. The secretariat is responsible for administration of the Association's day-to-day affairs, including arrangements for the various committee and section meetings, co-ordination of the extensive technical work programme, communication with members and third parties, sales of publications, event management, membership, the websites and far more. Led by Chief Executive Hugh Williams, an experienced team of five technical professionals (including Jane Bugler, Technical Director) and nine further technical and support staff provide extensive experience and skills, selected to help provide the services members need.

## Membership Categories

Membership is open to companies and organisations active in the offshore, marine and/or underwater engineering industries. IMCA has a number of membership categories, as follows:

- ◆ **International Contractor** – ‘ICO’ members join in a similar way to Contractor members, but on a world-wide basis, supporting all aspects of the Association’s work and with representation on IMCA’s Council, which provides political direction and support.

*‘ICO’ membership is for those wishing to undertake a heightened commitment to the Association, demonstrated through active participation in the ongoing work through IMCA Council, the various committees and regional sections, plus promotion and support of the Association to a wider audience. Such membership is open and promoted to major international contractors. Please contact Hugh Williams, IMCA Chief Executive, to discuss this option in more detail before applying in this category. Companies may wish to join in the Contractor category outlined below initially to discover IMCA close-up before progressing through to the ICO category.*

- ◆ **Contractor** – Contractor (‘Co’) members are supported by the Association in terms of production/dissemination of industry best practice guidance, work on topics of common interest, briefing and lobbying.

*IMCA exists to represent its contractor members and the Association’s work programme is directed to serve them. If your company undertakes marine, offshore or underwater engineering activities, it should apply to join in this category and can expect to benefit from the full range of IMCA’s work and guidance in relevant areas.*

*Generally, companies who wish to join IMCA as diving contractor members need to demonstrate their ability to operate in accordance with the IMCA International Code of Practice for Offshore Diving, through an assessment of the applicant’s documentation and operational procedures followed by an on-site audit. Please contact the secretariat for full details and advice on the criteria and assessment process.*

- ◆ **Supplier** – Those companies supplying IMCA’s contractor members can benefit from the Association’s work in their areas of expertise and interest; they also provide additional expert input to assist in IMCA’s ongoing work programme, including development of industry guidance. Members join in one of the following sub-categories:

- **Suppliers of Equipment & Services (S)**
- **Personnel Agencies (S\*)**
- **Training Establishments (S\*)**

*Supplier members are eligible to advertise in the quarterly IMCA newsletter, distributed in printed form to over 10,000 industry contacts world-wide and/or to have a stand at the exhibition associated with the IMCA annual seminar. Consultancy members are also given the opportunity of tendering to carry out technical studies, draft reports and guidance documents for IMCA in their areas of expertise. The subscription rates for this category are lower than for the contractor member category, as IMCA exists primarily to support its contractor members, who nevertheless value the input of such suppliers into the Association’s work and the key role they can play in achieving its objectives.*

- ◆ **Corresponding** – Non-voting, corresponding (‘C’) membership is open to companies and organisations with an interest in the work of the Association, but which IMCA does not directly represent, such as clients (oil companies, etc.), regulators (governments and other bodies) and other associations/professional bodies working in the offshore sector.

*We find that corresponding membership appeals to such companies because of the range of guidance based on our members’ cumulative experience, which can avoid the need for extensive work on similar topics when specifying ways of working for their projects. Equally, it provides a forum for such companies to raise any specific issues with a wide range of contractors and other members. Many corresponding members choose to join all four technical divisions, benefiting from the whole range of technical guidance and briefing produced by IMCA.*

IMCA’s ‘affiliate’ membership arrangements apply to members active in more than one IMCA region, whereby affiliates are able to join the Association at substantially reduced rates, being excused the ‘basic’ element of the subscription fee for the second and each subsequent membership taken up.

To see the list of current members, which may assist you in identifying the appropriate category for your own company, please visit our website at [www.imca-int.com/members](http://www.imca-int.com/members) – this section of our site also contains links to members’ websites where requested, helping to promote them and showing the range of activities undertaken by IMCA members.

## Member Commitment and Responsibilities

IMCA’s contractor members commit to act as responsible members of the Association by following the guidelines of the Association as appropriate and being willing to be audited against compliance with relevant guidelines by their clients.

While IMCA produces guidance rather than standards and their adoption is not mandatory, the commitment above is not undertaken lightly and members are actively encouraged to follow guidance wherever appropriate. Members place great value on the benefits to be gained from membership and actively promote the Association and its guidance to their clients and across the industry.

## Subscription Fees

Subscriptions for the current year are shown on the front page of the membership application form. Other than affiliate members (who are excused the ‘basic’ element), every member must pay the basic subscription plus the fee for one or more technical divisions joined. Companies joining the Association part way through the year are only required to pay a pro rata subscription for that part remaining.

## Application Process Flowchart

We hope that this information pack will have helped to demonstrate the potential value that IMCA membership could bring to your organisation. For further information on any aspect of membership and the Association's work, please explore our website at [www.imca-int.com](http://www.imca-int.com) or contact Hugh Williams at the IMCA secretariat.

If you wish to apply, a membership application form is enclosed. Simply follow the steps outlined below to submit your application for consideration:



Once the IMCA secretariat has received your application, we will check that the necessary information has been provided, confirm proper receipt or request any additional details needed, then forward your application to IMCA's Overall Management Committee, for consideration in accordance with the standard procedure. This process usually takes just over two weeks and we will contact you again at the end of that period with its decision and approval/fee details.