

Minutes of a meeting of the Association's Competence & Training Committee
held on 14 May 2025 from 10:00 at Technip FMC, Aberdeen and Online

1 Welcome and attendance

The chair welcomed members to the meeting. Apologies for absence were recorded, with the latest meeting attendance now as follows:

First	Last	Company	Position	27/06/2024	24/10/2024	27/01/2025	14/05/2025
Natalie	Carroll	Boskalis Offshore	Chair	✓ Attended	✓ Attended	✓ Attended	✓ Attended
Andy	Butler	Boskalis Offshore		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Jamie	Johnston	Sulmara Survey		✉ Apologies	✓ Attended	✓ Attended	✓ Attended
Julian	Nelson	Oceanscan Ltd		✓ Attended	✓ Attended	✉ Apologies	✓ Attended
Nicola	Rae	TechnipFMC		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Roland	Reid	Rovop		✉ Apologies	✓ Attended	✓ Attended	✓ Attended
Mark	Ross	N-Sea		✉ Apologies	✓ Attended	✓ Attended	✉ Apologies
Gavin	Smith	Caledonia Competence Limited	V/C	✓ Attended	✓ Attended	✓ Attended	✓ Attended
Jerry	Starling	K Subsea Brunei Limited		✓ Attended	✓ Attended	✉ Apologies	✉ Apologies
IMCA Representatives							
Roger	Moore	IMCA	TA	✓ Attended	✓ Attended	✓ Attended	✓ Attended
Sara	McQuillan	IMCA	Asst TA	N/A	N/A	N/A	✓ Attended

2 Safety Briefing

The meeting began with a welcome and a brief health and safety induction to the Technip FMC Offices. It was noted that the meeting was being recorded for transcription purposes.

3 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.

4 Minutes of the previous meeting

The minutes from the Competence and Training Committee held on January 27th 2025 were approved for use.

5 IMCA Key Updates

5.1 Diving Committee

AB provided an update on new guidance documents being developed by the Diving committee. AB discussed competence requirements for decompression chambers and challenges faced by training schools due to visa issues.

5.2 Remote Systems and ROV

RM provided an update on the revised published document R002 (ROV Introductory Training Courses) and discussed the planned R006 (ROV Inspection) document.

5.3 Operations Committee

NC highlighted the election of Cinthya Lopes from Simwave BV as the Operations Committee Chairperson.

5.4 Publications

RM provided detail on the latest documents published and available on the IMCA website: G010, C005, R002, M149, M189, M167.

5.5 Events

RM highlighted the upcoming IMCA global summit to be held in Kuala Lumpur on 26th and 27th November and put out a request for speakers. Speakers were requested to contact RM by end of June.

Action: Speakers for IMCA Global Summit to contact RM by 30th June

6 Competence and Training Committee Activity – Non-workgroups

6.1 Competence Awareness Event

NC discussed the proposed Competency Awareness Event as raised in the previous C&T meeting (January 2025). It was highlighted that the event could focus on both the Competence Management Scheme Accreditation and the forthcoming Inspection Competency documentation. It was agreed that 2025 would not provide sufficient time for organisation and therefore it will be planned for Q1 2026. NC suggested a workgroup should be setup between the C&T committee and Inspection workgroup. NC requested volunteers put themselves forward by the end of May. RM stated he would invite a member of the IMCA communications team to join the workgroup.

Action: Volunteers for the Competency Event workgroup to submit to RM/SMQ by 30th May

Action: RM/SMQ to create Competency Event workgroup

6.2 Committee Vice-Chair Position

The committee confirmed the appointment of Gavin Smith as Vice-Chair of the committee, replacing Andy Butler who will act as Vice-Chair to the IMCA Diving committee and remain as a general committee member to Competence and Training.

6.3 Committee Member Representation

A discussion was held about individuals interested in becoming C&T committee members. Interested individuals are requested to submit a short biography to the committee chair for consideration.

Action: Obtain biographies from potential committee members and submit to chair for review (All)

6.4 Greenhouse Gas (GHG) Feedback Requested

RM raised a document for review – ‘Energy Efficiency Technologies’. This has been created by the IMCA GHG committee. RM requested committee members provide feedback on the technologies listed within the document.

7 Competence and Training Committee Activity – Workgroups and Documents

7.1 C005 (Competence Assurance: Remote Systems and ROV)

It was highlighted that this document has been published at Revision 3.5 with the inclusion of the new role of ‘Remote Pilot Grade II’.

7.2 C003 (Competence Assurance: Diving Division)

NC highlighted that this review was to ensure alignment with the other competence assurance guidance. There is currently no capacity to undertake this review, therefore the review will take place in Q4 2025.

7.3 C006 (Competence Assurance: Inspection)

JN provided an update from the working group (WG). There have been 6 meetings and mixed progress with some clarification to be developed on entry level criteria. A new member has been added to the WG who can supply some existing Inspection competencies to support the new document. A target was set as the end of September for committee review. RM mentioned that the Inspection logbook has been completed and is ready for publication and a version will be shared for information. NC highlighted there are therefore no further actions for the workgroup on the logbook.

Action: RM to provide a view of the Inspection logbook for information

7.4 C020 (Competency Management Scheme Accreditation)

GS gave an update on the CMS workgroup with the document having undertaken a review by the C&T committee. SMQ led the meeting through some of the comments that required discussion and close out. Most comments were resolved to the satisfaction of the committee. SMQ will update the document to reflect the outcome of the discussions. NC will review two of the comments outside of the meeting and feedback the outcome to the workgroup. NC and NR queried the next steps for the pilot of the program. To resolve these queries, NC suggested a CMS workgroup meeting be arranged. GS queried if the WG had defined the profile of the auditors. NC suggested a new workgroup be formed for the pilot program comprised of the committee member companies undertaking the pilot. NC, NR and RR volunteered to join the pilot workgroup.

Action: SMQ to update C020 word document

Action: RM/SMQ to arrange a workgroup meeting for Thursday 22nd at 10am

Action: RM/SMQ to create the workgroup for the CMS Pilot

7.5 Document Publishing Process

RM took the group through the internal IMCA process for the publishing of documents.

8 Summary of action items

Action	Responsible	Target
Speakers for IMCA Global Summit to contact RM by 30 th June	All	30/06/2025
Volunteers for the Competency Event workgroup to submit to RM/SMQ by 30 th May	All	30/05/2025
RM/SMQ to create Competency Event workgroup	RM/SMQ	30/06/2025
Obtain biographies from potential committee members and submit to chair for review (All)	All	30/06/2025
RM to provide a view of the Inspection logbook for information	RM	30/06/2025
SMQ to update C020 word document	SMQ	21/05/2025
RM/SMQ to arrange a workgroup meeting for Thursday 22 nd at 10am	RM/SMQ	16/05/2025
RM/SMQ to create the workgroup for the CMS Pilot	RM/SMQ	30/05/2025

9 Date and location of next meetings

Proposed dates for meetings in 2025:

- Wednesday 17th September 2025, 12:00- 15:00 (BST): Hosted at Boskalis, Aberdeen

Signed as a true record	Name	Date