

Minutes of a meeting of the Association's Health, Safety & Security Core Committee
held on 10 June 2025 from 1230 BST via videoconference

1 Competition law compliance policy

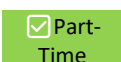
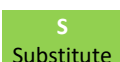
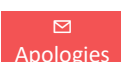
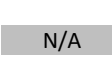
The IMCA Competition Law Compliance Policy, which had been circulated with the meeting agenda, was drawn to the attention of all present.

2 Welcome and attendance

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

Name	Company	Sep 2025	Dec-24	Feb 2025	Jun 2025
Debbi Garreffa (Vice-Chair)	MMA Offshore	Attended	Attended	Attended	Attended
Ben Neal	AD Ports - Safeen Survey	Attended	Attended	Attended	Attended
Eelko Maat	Allseas	Attended	Substitute	Substitute	Attended
Luke Dicks	Boskalis	Apologies	Apologies	Attended	Apologies
Erik Bergh	Deepocean	Attended	Attended	Attended	Attended
Thomas de Meulenaar	DEME Offshore BE NV	Attended	Attended	Absent	Attended
Jennie Maria Kristensen	DOF	Attended	Attended	Attended	Attended
Derek Hibbard	Fugro	N/A	N/A	N/A	Attended
Mark Impey (MEI representative)	Fugro	Attended	Attended	Attended	Attended
Bionda van Roosendaal	Heerema Marine Contractors	Attended	Apologies	Attended	Attended
Mike Newbury (NA representative)	Helix Energy Services Group	Attended	Apologies	Attended	Attended
Christophe Leroy	Jan de Nul	N/A	N/A	N/A	Attended
Colin Alexander	KB Associates	Attended	Attended	Apologies	Attended
Vladimir Mustafyev	POML	N/A	N/A	N/A	Attended
Riccardo Vatta / Francesco Maffei	Saipem	Attended	Attended	Attended	Attended
Lucy Helena	SBM Offshore NV	Apologies	Attended	Attended	Attended
Eric Annand	Subsea 7	Substitute	Attended	Attended	Apologies
Alison Locke	TechnipFMC	Attended	Attended	Attended	Attended
Rolinda van Zanten	Van Oord	Attended	Attended	Attended	Attended

Legend:

 Attended	 Part-Time		 Substitute	 Apologies	 Absent	 N/A
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Also present or joining via videoconference were:

Margaret Fitzgerald	IMCA	Head of Legal & Regulatory Affairs
Adrian White	IMCA	HSS Manager
Nicholas Hough (sec't)	IMCA	Safety and Security consultant

2.1 Changes to committee membership

Nick Hough reported that there had been a number of changes to the committee membership. Firstly, Darren Male was no longer with Fugro, and hence no longer on the committee. A new representative from Fugro joined, Derek Hibbard, also based in Houston.

Ben Neal (as discussed and agreed at the previous meeting) rejoins the committee representing IMCA members Safeen Survey and Divetech - AD Ports Ltd. Vladimir Mustafayev replaces Ben Neal as POML's elected representative.

Christophe Leroy (Jan de Nul) joins, as discussed and agreed with the Technical Director at the previous meeting.

Francesco Maffei replaces Riccardo Vatta (Saipem).

Debbi Garreffa noted that her employer MMA Offshore would be trading henceforth as Cyan Renewables.

2.2 New Committee Chair

As was noted in section 2.1, Darren Male had left Fugro, and hence was no longer on the committee. In his absence, the committee voted thanks to him for his great work as a member of this committee over more than ten years and as the Chair in recent years. In the absence of Darren Male the former Committee Chair, a new Chair is required. Nick Hough reminded the committee of the IMCA bye-laws, which say "*Committees generally select the Chair and Vice-Chair from amongst themselves*". He noted that this can be by selection, or election from amongst committee members.

Members discussed this, and it was agreed that Debbi Garreffa, the existing Vice-Chair, would become Chair. Following further discussion, it was agreed that Derek Hibbard of Fugro would become the Vice-Chair. These appointments would stand until the next committee election in 2027, or until the incumbent stepped aside, whichever was sooner. The appropriate changes to the contacts database and IMCA website would be made.

3 Minutes of the previous meeting

The minutes of the most recent meeting, that of 26 February, had been circulated. They were agreed as a true record and would be duly signed by Debbi Garreffa, who was the Vice-Chair at that meeting.

4 IMCA Update

4.1 Regulatory update

Margaret Fitzgerald, IMCA's Head of Legal and Regulatory Affairs, gave an update on her work representing IMCA and its members at the IMO. She noted the following:

- The 110th session of IMO's Maritime Safety Committee (MSC) would start this month;
- MSC 110 would discuss, amongst other matters, development of a safety regulatory framework to support the reduction of Greenhouse gas emissions from ships, using new technologies and alternative fuels.

The committee was very pleased to hear this useful and beneficial update and encouraged IMCA to arrange for something similar to be given at the Global Summit in KL in November.

4.2 Secretariat changes

Nick Hough reported the following new personnel within the IMCA secretariat:

- Jamie Chestnutt - Chief Operating Officer (interim, one year) – reporting to the CEO Iain Grainger;
- Giulia Luerti – Assistant technical adviser (environmental sustainability);
- Yashpreet Singh – a graduate trainee working in the energy transition space;
- Agiro Bell - Marine technical administrator;
- Adrian Phillips – Member engagement, Middle East & India (p/t);

- Liz Chang – Admin Assistant (p/t), Asia Pacific;

5 Committee objectives for 2025 – update

Nick Hough tabled the committee’s stated objectives for the year, which were:

- **Revise and further develop safety video(s);**

Work on this was ongoing.

- **Continue to educate and inform the IMCA membership on HOP with two appropriate publications;**

Adrian noted that a second Information Note was being developed, and an actual section on the IMCA web page had been installed [here](#).

- **Revise and update HSS007 Basic Safety Training and Vessel induction for Non-Marine Personnel working offshore;**

This had been reviewed and minor revisions applied, and the new version would be re-uploaded in version 3.2;

- **Revise and update *Guidance on Safety in Shipyards* IMCA HSS032 Rev 1.**

This was still being worked on with some received comments from committee members, still to add. Once comments were added the new version would be re-uploaded;

6 Documents

A new document, HSS 050 *Health, Safety & Security Definitions & Acronyms* was being developed. This was partly new material and partly the document this committee developed had in the past but had remained unpublished. This would be circulated to committee members for review shortly.

Action: Nick Hough/Adrian White

7 Safety Flashes

Nick Hough reported that IMCA had published 9 Safety Flashes so far in 2025 with 37 events. 21 IMCA members had submitted 48 events (including as-yet unpublished material). 30 of those events were from three members. Therefore, safety flash submissions were sought from a wider variety of IMCA members, with a wider focus than just incidents and injuries – also “positive” events etc. A particular emphasis was to be laid on “positive” events.

Other events published by IOGP, NOPSEMA, BSEE, MAIB, MSF, NTSB, Transport Malta, UK HSE, USCG etc., had been and would continue to be passed on.

Members asked about a standard template. It was noted that submissions were welcome in any form that could be copied/pasted, but that use of a standard template was welcome. The template had been available on the website but was not available at this time. Checks were being made to see if this could be rectified.

Action: Communications team

There was a discussion of whether improvements could be made to the language used on the website to solicit input from members, to include not only incidents but also lessons learned and good practices.

7.1 Whither the “Safety Flash App”?

Members were asked what they thought about the use of an IMCA Safety (Flash) App on mobile handsets. The following points were noted:

- What would be the purpose of such an App?

- Mobile handheld devices were not generally used in the back deck working environment;
- The use of social media appropriate to the age and culture of our members' offshore crews (that is, Tik Tok, Instagram and others) was a better way than an App, of getting IMCA safety material "out there". The need to look at use of different social media would be taken back to the comms team.

Action: Adrian White/Nick Hough

The decision of this committee is therefore, that further development of an IMCA "Safety App" is not required.

Action: Adrian White

8 Safety Statistics

Nick Hough tabled the 2024 Safety Statistics for IMCA contractor members. These results were now available online. Members held a discussion of what data safety statistical ought to be collected, noting the following:

- Benchmarking against others was the main deliverable of safety statistics;
- Different possible measures:
 - Fatality and Permanent Impairment (FPI);
 - Serious Incident Frequency (SIF);
 - "High potential" incidents (those likely to have been a fatality in other circumstances)
 - Should reporting of such incidents replace "Safety Observations"?
 - The challenge was getting a consensus or sufficient mutual agreement on definitions;
- Should IMCA collect data over 12 hours or 24 hours? One to discuss further and agree on again.
 - [Post-meeting note: This was debated, voted on and agreed in the past. The minutes of the meeting of this committee of 10 August 2017 say *"Members held a poll with regard to how offshore working hours were counted when calculating incident rates. Eleven IMCA member companies were represented in the meeting at the time of the poll. Of those 11, nine companies counted offshore hours on a 12 hour basis, and two on a 24 hour basis. Therefore, the clear decision of this committee was that for safety statistical purposes, IMCA would continue to count offshore hours on a 12 hour basis (as did the International Association of Oil & Gas Producers (IOGP))"*
- Maturity of reporting culture differed widely across the membership;
- What are we MISSING? Arguably near miss reporting
- Banding in hours worked – was it appropriate and useful?

Members were asked to share their own company definitions and other guidance on safety statistics as appropriate and helpful.

Action: All committee members

A special one-hour videoconference meeting of this committee, dedicated to working only this issue and taking it through to an agreed conclusion, would be arranged. The agenda would be driven from information in the notes above and would be something like: *What safety statistical information should IMCA collect and what should their definitions be.*

Action: Nick Hough, Adrian White

9 Safety Promotional materials

Adrian White gave a short update on development of IMCA safety promotional material, noting the following:

- Current posters were being revisited and reviewed;
- Mooring and Hand safety updates were completed with QR codes added;

- Next to be completed would be, Confined Space, line of fire, working at height, Dealing with hazards and Health in the Workplace;
- A Health and Safety Advisors logbook had been printed and copies were now available;
- A review of pocket cards – 2 new ones would be issued, based on input from members;
- Safety Flash videos – this work was ongoing.

10 Forthcoming events

Nick Hough outlined some recent and forthcoming IMCA events including the following:

- 3-4 June – now – IMCA DP Conference, Istanbul
- 5 June - Contracts and Insurance: Building Resilience and Certainty in an Uncertain World – London
- 19 June - EA Regional meeting, London
- 2 July - Supply Chain / Circular Economy in Offshore Contracting – Amsterdam
- 9 October – Lifting and Rigging Seminar, London
- 26-27 November – IMCA Global Summit, Kuala Lumpur

10.1 Proposed HSS seminar H1 2026

A Health, Safety and Security seminar was proposed, for Q1/2 of 2026. Members discussed this and agreed that it would be a good idea. Detailed planning of Issues including theme, presentations, and date (within late Q1/early Q2 2026) and venue (more than likely Amsterdam) would be taken forward by a workgroup comprising the Chair, Jennie Kristensen, Ben Neal, Eelko Mat, Francesco Maffei, Derek Hibbard, Erik Bergh and Colin Alexander, with Secretariat support from Adrian White and Nick Hough.

Action: HSS Seminar workgroup, Adrian White

11 Un-minuted discussion of recent safety-related incidents

There was opportunity for discussion of recent safety-related incidents.

12 Any other business

12.1 Safety moments

The Chair suggested that at subsequent meeting, committee members (in turn) bring a short Safety Moment with particular emphasis on good and the positive – a “purpose” moment. This was agreed. The Chair would take the first turn at the next meeting.

Action: Chair

13 Date and location of next meetings

- Wednesday 27 August 2025, possibly at the offices of DOF in Copenhagen – TBC. **Video will always be available.**
- Thursday 27 November 2025, in Kuala Lumpur the day after the IMCA Global Summit

Debbi Garreffa
Debbi Garreffa (Sep 1, 2025 14:31:22 GMT+8)

Debbi Garreffa

01/09/2025

Signed as a true record

Name

Date

HSSE 20250604 M

Final Audit Report

2025-09-01

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