

Minutes of a meeting of the Association's Diving Division Management Committee held on 12 November 2024 from 09:00 – 16:00 New Orleans and via Microsoft Teams

Members present or joining via videoconference are recorded in section 2, with the following also attending

Bill Chilton	Diving Manager	IMCA
Ali Macleod	Diving TA	IMCA
Dave Slater	Diving TA	IMCA
Kester Keighley	Diving TA	IMCA
Katie Kidd	Technical Administrator – Diving	IMCA

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

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

Name	Company	Jun 202	Sep 202	Nov 202	Column
Steve Sheppard	Helix (Chair)	Attended	Attended	Attended	
Mike Jessop	OSC Marine (Vice Chair)	Attended	Attended	Attended	
Adriaen Winckers	Bluestream	Attended	Attended	Attended	
Darren Brunton	KB Associates	Attended	Attended	Attended	
Sean Brunton	McDermott	Apologies	Attended	Attended	
Simon Binsted	Subsea 7	Attended	Attended	Attended	
Andy Butler	Technip FMC	Attended	Attended	Attended	
Steve Ginn	DOF Subsea	N/A	N/A	Attended	
Maurizio Chines	Saipem	N/A	N/A	Attended	

Legend:

<input checked="" type="checkbox"/> Attended	<input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> S Substitute	<input checked="" type="checkbox"/> Apologies	<input checked="" type="checkbox"/> Absent	<input checked="" type="checkbox"/> N/A
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3 Minutes of the previous meeting

3.1 Approval of the minutes

The minutes were agreed and were duly signed as an accurate record by the Chair.

3.2 Matters arising from the minutes not covered by the agenda

There were no matters arising from the minutes that were not covered by existing agenda items.

4 Un-minuted safety discussion

An un-minuted discussion took place.

5 Review of progress with actions from previous meeting (05 June 2024)

Actions from previous meeting reviewed. Any actions not closed out have been carried forward to the Summary of Actions table found at the end of these minutes.

6 DDMC Committee Structure

6.1 Review of 2024 election: The 2024 election was discussed and the committee was elected as follows:

- Steve Sheppard
- Mike Jessop
- Andy Butler
- Simon Binsted
- Sean Brunton
- Darren Brunton
- Adriaen Winckers
- Steve Ginn
- Maurizio Chines

6.2 Committee Co-opts: Committee members were advised that they have the opportunity to co-opt additional members who might have a particular skill set or presence within a specific area.

IMCA Secretariat to approach:

Ian Hughes (Hughes Subsea) was discussed as a potential member, covering UXO & renewables. BC to contact.

Bill Chilton

North America: Aqueous? BC to provide details of potential candidates

Bill Chilton

South America: Oceanica? DB to provide details of potential candidates

Darren Brunton

6.3 Election of Chair and Vice Chair: The committee voted and Simon Binsted was elected as the new chair of DDMC with Andy Butler as vice chair. Following this Simon will step down as chair of SMTT. SMTT will require new chair.

IMCA Secretariat

7 Diving Equipment Issues

7.1 Update on diving equipment sub-committee issues:

Since its inception the Diving Equipment Sub-Committee has tackled various minor issues, serving as a central hub for review and feedback. So far, the committee have tracked twenty issues, resolving fifteen and leaving five still open. The recording system has proven effective. However, it was agreed that documents should be updated annually, with safety-critical issues addressed immediately and supported by an Information Note.

Diving Equipment Sub-Committee

7.2 IMCA D051 Hyperbaric evacuation systems (HES) interface recommendations: Comms wiring for LSP different compared to NORSOK U-100. IMCA to approach NORSOK to align to D051 No change to IMCA document required. SB to approach NORSOK.

Simon Binsted

7.3 Discussion regarding IMCA D011 Guidance on Auditing Dive Systems, IMCA D015 Mobile/Portable/Daughtercraft surface supplied systems, IMCA D040 DESIGN for mobile/portable surface supplied systems:

- D015 requires updating / expanded definition of Daughtercraft as these become bigger and more complex
- D040 is required as a standalone and should not be merged with D023. Minor changes required to D040 to reflect SCUBA replacement packages (SRPs). May also require minor revisions to D011 and D015

Dave Slater

7.4 IMCA D018 Code of Practice for the Initial and Periodic Examination, Testing and Certification of Diving Plant and Equipment and the associated DESIGN documents outline major tests and regular examinations. However, duplicating these requirements across the DESIGN suite has created challenges in maintaining consistent testing standards. This redundancy has led to inconsistencies, especially in test periodicity, undermining our testing protocols' coherence and reliability. A streamlined documentation approach was proposed and unanimously agreed upon

Dave Slater

7.5 D060 guidelines for Lifting Operations: Changes in terminology SWL to WLL. Discuss with Mark Ford and IMCA's Lifting and Rigging committee. Info Note 1665. Changes for references / changes to SWL.

Dave Slater

7.6 JFD and lost bell survival suits: JFD reported that they have serviced several bell survival packs and have not encountered the same issue of a different suit size. This observation was supported by other members of the working group, who echoed that the issue discovered during the resuscitation in a bell project was most likely spurious. No further action is planned.

No action / For information

- 7.7 ROV:** The ROV committee has reviewed and updated the R006 document. The Secretariat informed the DDMC that we have added a section for auditors to ensure protocols are in place to address the hazards and operational parameters of using divers and ROVs simultaneously.

Dave Slater/Roger Moore

- 7.8 UWSH / eCMID:** A proposed section has been drafted for presentation to the CMID committee. This section will ensure marine auditors identify whether there is a policy for manned diving operations to support vessel inspection, maintenance, and repair, such as underwater hull husbandry. If approved, it will be placed above the Lock Out Tag Out section in the document.

Dave Slater/IMCA Marine Team

8 Diver Training Issues

- 8.1 IMCA recognition of Galician diving qualification:** As per the pre-read the report sent to DDMC was discussed relating to in-water Spanish diver qualifications.

IMCA to add TOSH in combination with Galician diver training cert to list of recognised qualifications and update IMCA documents / Information Note 1394 accordingly.

Ali Macleod/Katie Kidd

- 8.2 General update on diver training:** IDRCF closed bell diver training procedure is ongoing, a final draft should be ready by the end of the year.

Ali Macleod/Andy Butler

- 8.3 IMCA recognition of in-water diver training:** An assessment procedure for IMCA recognition of in-water diving training providers is currently in development to allow establishments who are not IDRCF members (Abu Dhabi Ports Authority, Indian Navy at Kochi and Romanian Navy have all written to IMCA on this topic).

Ali Macleod/Katie Kidd

- 8.4 TechnipFMC through water transfer exercise:** Once all data collected TFMC to pass to IMCA Secretariat for potential Info Note and CPD module.

Andy Butler/Katie Kidd

9 Liaison with other organisations

International Diving Industry Forum (IDIF): IDIF was not currently conforming to its terms of reference with IOGP with regard to chair/vice chair. IMCA Secretariat received IDIF ToR. According to these the vice chair should now be ADCI's Phil Newsum. Next IDIF meeting possibly to be held at Pertamina, Jakarta, April 2025

For Info / No action

10 Any other business

Objectives for 2025

- Continue with UWSH Campaign. Spread further afield with non-diving organisations (IACS, IMO, BIMCO)
- Pursue Brazilian Navy acceptance and recognition of the IMCA Diving Supervisor qualification (e.g. by inclusion within NORMAM 222 Diving Regulations).
- Revision of IMCA D023

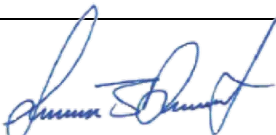
11 Summary of action items (including those carried forward as not completed)

Action	Responsible	Target
Equipment		
Working group for duration of lung powered scrubbers. TOR agreed. Next meeting likely Q4 2024.	SB/DS	Ongoing
Duplication of testing requirements. Current practice of duplicating testing requirements throughout the DESIGN documentation suite which has introduced significant challenges in maintaining uniform testing standards. Provide examples of what this would look like at next DDMC meeting.	DS	Q4 2024
Lifting and Rigging Terminology: IMCA Information Note 1665 to be updated to explain that both SWL / WLL will be acceptable to IMCA in the interim period (suggested 12 months but clarify with IMCA's lifting and rigging committee). ADSIs to be informed of update.	DS	Q4 2024
Updates to D040 and D023 to reflect evolution of daughter craft diving vessels: Explanatory note in D015 (mobile/portable/daughter craft surface supplied systems) required.	SB	Q4 2024
Update D023: Update to sections 11 and 12 to capture HP indication gauges.	DS	Q1 2025
D077 Guidance on prevention and mitigation of lost bell emergencies. Update to include guidance on actions divers should take in this scenario. TFMC to provide checklist, DS to update document for comment.	AB/DS	Q1 2025
D064 Guidance on Diving Cylinder and Valve thread Compatibility: Discussed as per pre-read. D064 to be updated to clarify exactly what it is applicable to and what it is not applicable to.	DS	Q1 2025
Proposed Change to IMCA D018 – Code of practice for the initial and periodic examination, testing and certification of diving plant and equipment: Detail Sheet 25.1 Pressure Vessels for Human Occupancy: Agreement to change text in D018 as described in pre-read. IMCA to update industry / auditors.	DS/MJ	Q1 2025
Training		
IMCA recognition of diving qualifications: A diver training standard document that can be issued to national regulators seeking IMCA recognition for their diving qualifications is to be produced by consolidating all relevant IMCA Information Notes.	AM/KaKi	Q1 2025
Wet Bell Training: Defining the Parameters. DDMC agreed that as long as suitable training exercises were undertaken then depth of wet bell was immaterial. Ali Macleod to assist with details of training exercises when required.	AM	Ongoing
Shanghai Salvage Saturation Diver Assessment. Ali Macleod to liaise with Darren Brunton to ensure experienced diver assessments are run in line with IMCA guidance. Update DDMC at next meeting.	AM/DB	Ongoing
Professional Diving Academy, Dunoon: When available, Distribute document packs from PDA to DDMC members <ul style="list-style-type: none"> Nothing received as of 01 November 2024 	BC	Q4 2024
Recognition of Spanish/Galician National Diving Qualification. Secretariat to update IMCA documentation accordingly and issue Information Note	KaKi/AM	Q4 2024
Other		

Translation of IMCA diving guidance into other languages. Proposed text for Information Note was agreed by DDMC. Issued to IMCA SLT for comment. No response as yet.	BC	Q4 2024
IMCA D061 - <i>Guidance on health, fitness and medical issues in diving operations:</i> Pre-sat ECGs and fitness tests were discussed as well as periodic fitness testing between medicals, this is to be raised with DMAC on 14 November DMAC meeting. Update DDMC at next meeting.	SS/AM	Q1 2025
Co-opting of DDMC Members: <ul style="list-style-type: none"> • Speak to Ian Hughes • Speak to Aqueous • Speak to possible South American candidates 	BC BC DB	Q4 2024

12 Date and location of next meetings

Tuesday 18th February 2025, 0900hrs, IMCA office London and online via MS Teams



Simon Binsted

18th Feb 2025

Signed as a true record

Name

Date