

Minutes of a meeting of the Association's Competence & Training Committee held on 17 September 2025 from 12:00 at Boskalis, 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		24/10/2024	27/01/2025	14/05/2025	17/09/2025
Natalie	Carroll	NC	Boskalis Offshore	Chair		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Andy	Butler	AB	Boskalis Offshore			✓ Attended	✓ Attended	✓ Attended	✉ Apologies
Jamie	Johnston	JJ	Sulmara Survey			✓ Attended	✓ Attended	✓ Attended	✓ Attended
Julian	Nelson	JN	Oceanscan Ltd			✓ Attended	✉ Apologies	✓ Attended	✓ Attended
Nicola	Rae	NR	TechnipFMC			✓ Attended	✓ Attended	✓ Attended	✓ Attended
Roland	Reid	RR	Rovop			✓ Attended	✓ Attended	✓ Attended	✓ Attended
Mark	Ross	MR	N-Sea			✓ Attended	✓ Attended	✉ Apologies	✓ Attended
Gavin	Smith	GS	Caledonia Competence Limited	V/C		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Jerry	Starling	JS	K Subsea Brunei Limited			✓ Attended	✉ Apologies	✉ Apologies	✓ Attended
Alex	Beck	AB	Fugro (Brazil)		alex.beck@	N/A	N/A	N/A	✓ Attended
Stephen	Whyte	SW	Fugro (UK)		stephen.wh	N/A	N/A	N/A	✓ Attended
IMCA Representatives									
Roger	Moore	RM	IMCA	TA		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Sara	McQuillan	SMQ	IMCA	Asst TA		N/A	N/A	✓ Attended	✓ Attended

The committee undertook full introductions and extended an extra welcome to the two new committee members.

2 Safety Briefing

The meeting began with a brief health and safety induction to the Boskalis 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 May 14th 2025 were reviewed. All actions were noted as complete. The minutes were approved for use.

5 IMCA Key Updates

5.1 IMCA Updates

SMQ led the group through updates from IMCA including membership statistics, publication updates and upcoming events. SMQ provided an update from the Marine division on the publication of two guidance documents, and an information note for the inspection of AUV's and Remote Operations Centres for AUVS. RM provided an update from the Remote System and ROV Division on the progression of the ROV System Inspector Accreditation Scheme.

6 Competence and Training Committee Activity – Non-workgroups

6.1 Competence Awareness Event

NC discussed the proposed Competency Awareness Event as raised at previous C&T meetings (Q1 and Q2 2025). It was highlighted that the event could focus on both the Competence Management Scheme Accreditation and the forthcoming Inspection Competency documentation. NC discussed that the event would be planned for the end of March 2026 and provided an overview. JJ volunteered for the workgroup for this event. SMQ will create a workgroup meeting that will include the IMCA Communications team and the IMCA People Committee.

Action: RM/SMQ to create Competency Event workgroup

6.2 IMCA People Committee

SMQ provided a high-level overview of the new IMCA People Committee due to launch in 2026. GS stated that the C&T committee and People committee may have similar objectives, and it may be that there should be cross committee members at each meeting. SMQ will bring this to the IMCA Head of People Experience for future consideration.

Action: SMQ to raise cross-committee working with the People Committee planning team

JN discussed previous careers guidance that was created by IMCA and agreed to supply it to the current TA/ATA for submission to the People Committee.

Action: JN to supply previous careers guidance for submission to the People Committee

6.3 Competency Awareness Programme

GS introduced the idea of a Competency Awareness Programme for 2026 with an idea of utilising social media to highlight the work of the IMCA C&T Committee and IMCA C&T Guidance.

MR discussed the idea of hosting webinars through the year focused on specific guidance documents published by IMCA, hosted by either committee members or industry specialists.

SMQ suggested combining the webinar series with the Competency Awareness Programme and adding it to the agenda for the Competence Awareness Event.

Action: SMQ to add Competency Awareness Programme to agenda for Event WG

6.4 Open Access for Guidance Documents

JS discussed an issue with access to guidance for individuals in industry who are not IMCA members. RM highlighted that some guidance documents in technical divisions have recently been made open access by IMCA, therefore this is something we can consider. RM requested that any member of the committee who feels a document should be considered for open access, should contact RM or SMQ who will raise it internally.

Action: All to submit guidance titles for consideration as open access to RM or SMQ

6.5 Competence Framework Review

A discussion was held with the group regarding the layout and content of the IMCA Competence Frameworks. It was observed that each framework (C002, C003, C004, C005) includes information repeated from C001, which could be omitted and replaced with a reference to C001. RM/SMQ agreed to start the process of removing the preamble for each competence framework and publishing a minor revision for each.

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Action: RM/SMQ to issue a minor revision of each competence framework, replacing the preamble with reference to C001

NR highlighted that each of these frameworks requires a technical review and requested further information on the revision history of these documents. It was suggested that a 2026 programme with staggered reviews, in collaboration with the relevant technical divisions, would achieve this technical review. SMQ agreed to add this to the meeting agenda for the C&T Q4 2025 meeting and supply information on the revision history of each document at that meeting.

Action: SMQ to add Competence Framework Technical Review Programme to the Q4 Agenda and supply details on the revision history of each document during the meeting

7 Competence and Training Committee Activity – Workgroups and Documents

7.1 C021 (Competence Assurance: Subsea Inspection Division)

JN provided an update on the progress of the Inspection workgroup and highlighted that all actions for the workgroup are complete. SMQ noted that this document is due for publication this week.

7.2 C020 (Competency Management Scheme Accreditation)

SMQ provided an update on the CMS Audit Trial noting that all 3 desktop audits have been completed with just 1 close out meeting still to be held. Next steps are to have the trial workgroup meet to discuss comments that have been raised during the process. NC, RR and NR provided feedback to the committee on their experience of undertaking the process. GS requested to attend the workgroup meeting.

Action: SMQ to extend invitation for the CMS Trial WG to Gavin Smith

GS requested further information on the intended promotion of the scheme on launch. A discussion was held on how accredited companies will be able to promote their status with a suggestion of IMCA logos that could be used on documentation. SMQ agreed to discuss this internally and feed back at the workgroup meeting.

Action: SMQ to report on promoting the launch and use of accredited member logos at the CMS Trial WG

7.3 R026 (ROV OEM Training Accreditation)

RM provided an update noting that ROV manufacturers have been contacted with further information and feedback required to progress this programme.

7.4 C&T Q4 Meeting

RM and the team discussed potential dates and locations for the next committee meeting, ultimately leaning towards the second week of January to avoid the busy December period and to incorporate feedback from the summit. The meeting will be scheduled between 12th and 16th January and held at the IMCA Offices in London. SMQ will send a poll to establish the date.

Action: SMQ to send a scheduling poll to determine the date of the 2025 Q4 Meeting

8 Summary of action items

Action	Responsible	Target
Create Competency Awareness Programme workgroup (to include the event)	RM/SMQ	01/12/2025
Raise cross-committee working with the People Committee planning team	SMQ	01/12/2025
Supply previous careers guidance for submission to the People Committee	JN	01/12/2025
Add Competency Awareness Programme to agenda for C&T Event WG	SMQ	01/12/2025


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Submit guidance titles for consideration as open access to RM or SMQ	All	12/01/2026
Issue a minor revision of each competence framework, replacing the preamble with reference to C001	RM/SMQ	01/11/2025
Add Competence Framework Technical Review Programme to the Q4 Agenda and supply details on the revision history of each document during the meeting	SMQ	12/01/2026
Extend invitation for the CMS Trial WG to Gavin Smith	SMQ	26/09/2025
Report on promoting the launch of C020 and use of accredited member logos at the CMS Trial WG	SMQ	10/10/2025
Send a scheduling poll to determine the date of the 2025 Q4 Meeting	SMQ	26/09/2025

9 Date and location of next meetings

Proposed dates for next meeting:

- Q4 meeting : 12th January – 16th January 2026: Hosted at IMCA Offices, London

 Natalie Carroll (Feb 3, 2026 13:45:58 GMT)	Natalie Carroll	03/02/2026
Signed as a true record	Name	Date






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Final Audit Report

2026-02-03

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