

Minutes of a meeting of the Association's Diving Division Management Committee held on 18 June 2025 from 09:00 – 16:00 IMCA Office London and via Microsoft Teams

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

Jim Cullen	Technical Director	IMCA
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	Feb 2025	Jun 2025	Sep 2025	Nov 2025
Simon Binsted	Subsea 7 (Chair)	Attended	Attended		
Andy Butler	Boskalis (Vice Chair)	Attended	Attended		
Darren Brunton	KB Associates	Attended	Attended		
Sean Brunton	McDermott	Apologies	Attended		
Maurizio Chimes	Saipem	Attended	Attended		
Leo Duran	Oceanica	Attended	Attended		
Steve Ginn	DOF Group	Apologies	Attended		
Ian Hughes	HSS	Attended	Apologies		
Mike Jessop	OSC Marine	Attended	Attended		
Steve Sheppard	Helix	Attended	Attended		
Adriaen Winckers	Bluestream	Attended	Attended		
Marni Zarbarsky	Aqueos	Attended	Attended		

Legend:

<input checked="" type="checkbox"/> Attended	<input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Substitute	<input type="checkbox"/> Apologies	<input type="checkbox"/> Absent	<input 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 (18th February 2025)

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 Objectives

An update was given on the DDMC 2025 objectives as follows:

1	Pursue Brazilian Navy to acceptance and recognition of the IMCA Diving Supervisor qualification (e.g. by inclusion within NORMAM 222 Diving Regulations).	Bill Chilton to meet with the Brazilian Navy during the upcoming Belov audit.
2	Complete the review of the current IDRCF internationally recognised Bell Diver Training Standards. (Ongoing from 2024).	Document is now complete and out for final review.
3	Produce and publish guidance on deck decompression chambers (Q1 2025). D085 Guidance on deck decompression chamber (DDC) operations for the therapeutic treatment of divers	D085 Published February 2025
4	Produce guidance on in-water diver training: How to set up a dive school that will issue in-water diver training certificates recognised by IMCA (Q2 2025). D087 Diver Training Schools: Assessment Procedure for IMCA Recognition of In-Water Diver Training Qualifications published in June 2025.	D087 Published May 2025
5	Produce guidance on in-water diver training: Procedure for conducting Experienced Diver Competency Assessments leading to award of IMCA recognised in-water diving qualification (Q3 2025).	First draft produced May 2025. Permission from DDMC received to finish/publish document
6	Resolve lifting terminology issues update DESIGN suite of documents to reflect changes (Q4 2025).	Ongoing
7	Review update and publishing of D041 Use of battery-operated equipment in hyperbaric conditions (Q4 2025).	Gavin Anthony contacted to assist in producing document
8	Review, update and publishing of D022 Guidance for Diving Supervisors (Q3 2025).	Ongoing

7 Diving Equipment Issues

7.1 Update on diving equipment sub-committee (DESC)

Dave Slater gave an update on the diving equipment sub-committee.

- Terms of reference for the committee was required and included as part of the pre read, this set out the roles, responsibilities and objectives of the committee. Requires updating to include a reference to the IMCA GDPR Policy.
- It was agreed that the committee recruit an additional four members to cover the necessary disciplines. The recruitment process will be overseen by the IMCA Diving Manager and the DDMC Chair and Vice Chair, with read-only access provided to the subcommittee.

Dave Slater

Dave Slater

DESC Action Tracker

- Mike Jessop and Dave Slater would continue to have editing rights to the DESC action tracker. The nominated support personnel will get read only access

Lifting and rigging additional updates

- Additional changes have been proposed to the lifting and rigging terminology and supporting sheets in D018. These changes involve updated terminology and were included in the pre-read materials. DDMC agreed to review the sheets and proposed changes and feedback by the end of July 2025.

All DDMC members

Square Medical Locks

- The design of the door (opening inwards) constitutes an intrinsically safe design. Some auditors reject square medical locks due to the lack of an interlock arrangement. DDMC agreed that a footnote be added to DESIGN about this lock.

Dave Slater/DESC

Composite Cylinders

- DDMC agreed to proposed changes to the composite cylinder's sheets in D018 during a previous committee meeting. It was agreed that a separate sheet be created and included within D018.

Dave Slater

Role of an Auditor during a DESIGN audit

- Concerns were raised about clients' expectations of auditors, specifically the verification of Failure Modes, Effects, and Criticality Analysis (FMECA). There is a need for clear definitions of auditors' responsibilities to ensure industry consistency. DDMC agreed to this change.

Dave Slater/DESC

Bell Diving Diver Gas Supply Issue with Terminology in Diving Equipment Systems Inspection Guidance Note (DESIGN)

- A member raised an issue about the primary and secondary supplies for the bell. DDMC agreed that the text requires a small update, but this needs more input.

Dave Slater/DESC

Changes to DESIGN suite of documents

- The current DESC members have introduced working versions of the DESIGN suite that include tracked changes to clearly highlight proposed modifications.
- The intention is to grant the DDMC read-only access to these documents to review the proposed updates and provide comments where appropriate. David Slater will coordinate with IMCA's IT department to facilitate access to the relevant files.
- David Slater questioned whether both Excel and Word versions of the DESIGN suite are necessary. The DDMC agreed that the Word version is largely redundant and could be phased out. However, this should only occur following the publication of an Information Note (IN) to formally advise industry of the change.

Dave Slater

Dave Slater/DESC

Document revision

- DDMC highlighted that, whilst they agreed with an annual update, it would be helpful if a summary of changes are included as part of any document update.

Dave Slater

7.2 IMCA D016 (Lift bags) challenges

- Simon Binsted gave a presentation on the challenges from clients on air lift bags. Quarantine of equipment is to be included in D016. It was also discussed that the guidance needs to be updated so that it is less open to interpretation and the '1.5 times the upthrust of the lift bag' statement needs to be qualified.

Simon Binsted/Dave Slater/DESC

8 General Updates:

8.1 IDIF meeting, Jakarta, April 2025

Topics of discussion focussed mainly on regional in-water diver training and improving safety standards in the region. It was noted that with ADCI in the vice chair role, the IDIF's TOR were being adhered to.

8.2 DMAC update

DMAC discussed the following at April's meeting:

- Changes to the constitution and different ways of recruiting committee members to ensure the relevant experience and knowledge going forward.
- The possibility of utilising accelerated decompression in shallow saturation operations as an alternative to hyperbaric evacuation. Proposal to form a work group to undertake further investigation and modelling to better understand the risks/benefits.
- DMAC documents now have a new look and include a version history and document summary on the front page. DMAC 26 Saturation Diving Chamber Hygiene has been revised and published on the website in the new format.

The next meeting will be at the NUI event in Bergen where they will celebrate 50 years of DMAC. Work is ongoing to secure guest speakers for a seminar to commemorate the milestone.

9 Havtil presentation on IMCA recognition of Norwegian diving supervisors qualification

- Havtil presented on the topic of mutual recognition of air diving supervisor certification and the challenges in finding qualified supervisors.
- Discussion on the status of the Norwegian air diving supervisor training program and compared it with IMCA requirements.
- The gaps identified included differences in entry requirements, course duration, and panel time. Havtil also explored the potential for mutual recognition of Norwegian certification with IMCA to facilitate international mobility for certified supervisors.
- A decision was made to form a work group to investigate this further.

Katie Kidd / Ali Macleod

10 Diver Training Issues

10.1 IMCA Experienced Diver Competency Assessments

The initial draft of the IMCA Experienced Diver Competency Assessment procedure was included in the meeting pre-read. The committee agreed that the scheme is useful for gaining IMCA qualifications where it is otherwise impossible. It was agreed that the secretariat would continue to develop the scheme.

Bill Chilton / Ali Macleod

10.2 General Update on Diver Training

The two new training documents have been published and are now available:

- IMCA D087 Diver Training Schools: Assessment Procedure for IMCA Recognition of In-Water Diver Training Qualifications
- IMCA D088 Diver Certification and Verification.

Air Diver Supervisor Refresher Program in Brazil has been very successful. Additional contractors wish to partake. IMCA to liaise with Petrobras to confirm extension by 12 months.

Bill Chilton

11 Liaison with other organisations / meetings / events

11.1 IMCA Global Summit

The committee discussed what they would like to see at the diving breakout session at IMCA's Global Summit. DDMC agreed the following: IMO Code for Diving (Andy Butler), overview of IMCA's work on diver training (Bill Chilton) and local content tbc (Alexis Chee – Bill Chilton to liaise). IMCA should also reach out to local diving contractors and ask for hot topics for 2026 DDMC objectives. IMCA events team (winnie.dehaney@imca-int.com) require the title of the presentation and short session description by end of June 2025.

Andy Butler / Bill Chilton

11.2 Underwater Intervention, New Orleans IDIF / DDMC meetings December 2025

Date of December's DDMC will be 02 December. Bill Chilton to arrange venue / AV.

Bill Chilton

11.3 IDIF meeting April 2026 Bahrain (date tbc)

Info. No action required

11.4 Bergen Diving Seminar (w/c 03 November 2025)

Info. No action required

12 AOB

12.1 Digital Logbooks

DDMC discussed the use and acceptance of digital log books as evidence of experience and competence. Simon Binsted agreed to let IMCA share S7's DIN pertaining to this issue with DDMC members.

Bill Chilton

12.2 Medical Providers List

Concerns raised about the accuracy and maintenance of the approved medical providers list, emphasizing the need for due diligence in verifying doctors' qualifications. This is to be discussed at the next DMAC meeting.

Ali Macleod / Katie Kidd

12.3 Hydraulic Systems Compliance

Discussion regarding compliance of hydraulic systems with D023 and the need for redundancy in the design to ensure safety.

12.4 Gas Supply System Risk Assessment

DESC presented the findings of a risk assessment on gas supply systems. This highlighted the need for accurate calculations of gas consumption during emergency procedures.

12.5 Steve Sheppard Presentation

Steve has retired from Helix Well Ops UK and will be stepping down from DDMC. The committee expressed appreciation for his contributions over the years.

12.6 DDMC Structure

DDMC suggested co-opting Chris Horn (Helix Well Ops UK) and David Scott (TFMC)

Simon Binsted / Ali Macleod

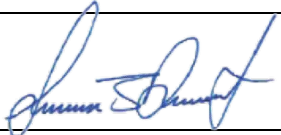
13 Summary of new action items

Diving Equipment		
Action	Responsible	Target
Review proposed changes to lifting and rigging terminology	DDMC	Q3 2025
Update / issue DESC ToR	Dave Slater	Q3 2025
Recruit additional members for DESC	Dave Slater	Q3 2025
Update DESIGN re: square medical locks	Dave Slater/DESC	Q4 2025
Update DESIGN re: composite diving cylinders	Dave Slater/DESC	Q4 2025
Update DESIGN re: auditors and FMECAs	Dave Slater/DESC	Q4 2025
Update DESIGN re: primary and secondary bell gas supplies	Dave Slater/DESC	Q4 2025
Start process to remove MS Word version of DESIGN	Dave Slater/DESC	Q4 2025
Update statement regarding inverter lines on lift bags in D016	Simon Binsted/Dave Slater/DESC	Q4 2025
Diver Training / CPD		
Action	Responsible	Target
DDMC members to liaise with Katie Kidd on any topics/safety flashes that may be deemed suitable for the diving supervisors' CPD app	DDMC	Q1-Q4 2025
Form a subcommittee to further investigate IMCA recognition of Norwegian diving supervisors qualification	Ali Macleod / Katie Kidd	Q3 2025
Continue to develop the procedure for Experienced Diver Competency Assessments for review at the next committee meeting.	Bill Chilton / Ali Macleod	Q3 2025

Ask regional meetings for input on the prevalence and demand for using explosives in decommissioning activities to determine the need for a standalone document. Will capture this at Global Summit decom session	Bill Chilton	Q3 2025
Approach Petrobras to discuss extending the ADSRP scheme due to exam limitations.	Bill Chilton	Q3 2025
Diving Medicine		
Raise the concerns around the accuracy and maintenance of the approved medical providers list at the next DMAC meeting	Ali Macleod / Katie Kidd	Q4 2025
Other		
Share S7's Diving Information Note on digital logbooks with DDMC	Bill Chilton	Q2 2025
Global Summit Diving breakout session	Bill Chilton / Andy Butler	Q2 2025
Book venue / AV for DDMC in NOLA	Bill Chilton	Q2 2025
Secure room /restaurant for DDMC's September meeting	Bill Chilton	Q2 2025

14 Date and location of next meetings

3rd September 2025, 0900hrs, IMCA office, London



Simon Binsted

03 Sept 2025

Signed as a true record

Name

Date

Review of progress with actions from previous meeting

Action	Responsible	Target
Equipment		
Working group for duration of lung powered scrubbers: TOR agreed. Next meeting likely Q4 2024. JFD conducted the first test on the ELPS and identified some issues with the test protocols. The results will be discussed at the next D077 work group meeting. Additionally, there were some issues with getting a gas supply to NUI, which have now been resolved.	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 – Ongoing	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
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 - Open but actioned	AB/DS	Q3 2025
D064 Guidance on Diving Cylinder and Valve thread Compatibility: D064 to be updated to clarify exactly what it is applicable to and what it is not applicable to	DS	Q3 2025
Training		
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