

Minutes of a meeting of the Association's Competence & Training Core Committee
held on 27 January 2025 from 13:00 at Boskalis Aberdeen

1 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	25/01/2024	27/06/2024	24/10/2024	27/01/2025
Natalie	Carroll	Boskalis Offshore	✓ Attended	✓ Attended	✓ Attended
Andy	Butler	TechnipFMC	✓ Attended	✓ Attended	✓ Attended
Jamie	Johnston	Sulmara Survey		✓ Attended	✓ Attended
Julian	Nelson	Oceanscan Ltd	✓ Attended	✓ Attended	✉ Apologies
Celio	Pessoa	Subsea7	✉ Apologies	✉ Apologies	✉ Apologies
Nicola	Rae	TechnipFMC	✉ Apologies	✓ Attended	✓ Attended
Roland	Reid	Rovop		✓ Attended	✓ Attended
Mark	Ross	N-Sea		✓ Attended	✓ Attended
Gavin	Smith	Caledonia Competence Limited	✓ Attended	✓ Attended	✓ Attended
Jerry	Starling	K Subsea Brunei Limited	✉ Apologies	✓ Attended	✉ Apologies
Darren	Walley	Fugro	✓ Attended	✓ Attended	✉ Apologies

Legend:

✓ Attended	✓ Part-Time	S Substitute	✉ Apologies	Absent	N/A
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Also, in Attendance was: **Roger Moore IMCA TA for C&T, ROV and Survey**

2 Safety Briefing

The meeting began with a welcome and a brief health and safety induction to 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

4.1 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.

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

5 Work Program(s) Update

The agenda included reviewing previous meeting minutes, work program updates, document reviews, CMS accreditation work group updates, and discussions on various topics such as ROV and dive system auditors.

Document Reviews:

- Document reviews focused on the R028 and C005 documents, with discussions about the accreditation of ROV simulators and the introduction of a remote pilot qualification.
- Feedback and input from committee members were sought.

Freelance Portfolios:

- Freelance portfolios for diving were found and are now on SharePoint but need to be published on the website. It was noted that some simplification and review of these documents might be necessary.
- A review is required to ensure the Freelance portfolio suite is aligned to April 2024 C003 Diving Division Competence Guidance document.

CMS Accreditation:

- The CMS accreditation work group discussed the scope and criteria document, emphasizing the need for clear training and development plans, regular assessments, and management commitment.
- There have been X 2 WG Meetings held to date.
- The CMS Accreditation Scope & Audit Criteria document in progress.
- A trial/pilot with four main companies was agreed upon. 2 of the Diving Signatory Companies (Boskalis & Technip) and 2 ROV Contractors (ROVOP & Fugro).

Subsea Inspection Competence Framework:

- X 2 WG Meetings held to date. Discussions on structure of inspection grades & qualifications, technical accreditation and operational experience requirements.
- The document is in development with JN planning to circulate for peer review by 7th February 2025.

Vice Chair position:

- Natalie reported that Andy would be stepping down from VC soon as he is moving to Boskalis. Natalie informed the committee that AB would retain his Vice Chair position within the Diving Division Committee and become a committee member within the C&T Committee.
- Names invited from those interested in stepping into the VC position.

6 Summary of action items

Action	Responsible	Target
CMS WG to hold meeting to progress scope & criteria document for peer review and approval	CMS WG-GS	28 th February 2025
Inspection WG to hold meeting to agree entry level inspection qualifications and experience requirements.	INSP WG-MR	31 st March 2025
Review of document suite C001 To C005 with the aim of aligning and simplifying terminology	GS, AB, NC	31 st March 2025
Review of C003 Diving freelance portfolios to ensure alignment to C003 Guidance April 2024 with the aim of releasing to website by end of Q2 2025	AB & NC	30 th April 2025
Review of R028 ROV Sim Accreditation	GS, RR	30 th April 2025
Review of C005 Remote Pilot Grade II proposed addition to ROV Competence Framework with the aim of providing feedback for intended release date of end of Feb by ROV Division	GS, DW	21 st February 2025

Vice Chair Position – interested committee members to contact RM NC directly with the aim of electing new Vice Chair mid March 2025	RM, NC	28 th February 2025
Agree date and proposed topics for Q4 Competence Awareness event with the aim of raising the profile of competence at an industry level	RM, NC, GS, AB	End of Q2

7 IMCA Events

Events were shared, Roger highlighted the chance to host C&T meeting in April or year end.

Next meeting set for May 14th 10am

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Signed as a true record	Name	Date