

Minutes of a meeting of the Association's Marine eCMID Committee
held on 20 March 2025 from 10:00 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

2.1 Welcome and introductions

The chair welcomed members to the meeting and introduced new committee members Benjamin Graff & Emma Watts. Benjamin gave a brief introduction and Sujit welcomed Benjamin's input and fresh perspective. The committee members introduced themselves to Benjamin.

2.2 Apologies for absence

Apologies for absence were recorded, with the latest meeting attendance now as follows:

Name	Company	Jun 2024	Sep 2024	Dec 2024	Mar 2024
Sujit Viswanathan (Chair)	DNV	Attended	Attended	Attended	Attended
Kerrie Forster (Vice-Chair)	Workboat Association	Attended	Attended	Attended	Apologies
John Morrison	BP	N/A	Apologies	Apologies	Absent
Bo Kiel Jespersen	Ørsted	Attended	Attended	Attended	Attended
Jennifer McCaul	Scottish Power	Attended	Attended	Apologies	Attended
Kevan Smith	Subsea 7	Attended	Apologies	Attended	Attended
Vladimir Shuvaev	TechnipFMC	Absent	Apologies	Attended	Attended
BL Taylor-Hamilton	Siemens Gamesa Renewables Energy	Attended	Part-Time	Attended	Attended
Benjamin Graff	Fred Olsen	N/A	N/A	N/A	Attended
Emma Watts	SSE	N/A	N/A	N/A	Apologies
Mike Schwarz	IIMS/MSA	Attended	Attended	Attended	Attended
Sharon Holland	IIMS/MSA	Attended	Attended	Attended	Attended
Elle Bryant	IIMS/MSA	Attended	Attended	Attended	Part-Time

Legend:

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

Mark Ford	IMCA	Marine & Quality Manager
Jennifer Evans	IMCA	Technical Advisor – Marine
Andy Goldsmith	IMCA	Technical Consultant – Marine
Adam Hugo	IMCA	Head of IT
Roger Moore	IMCA	Technical Advisor – ROV

2.3 Committee membership

The need to expand the committee to include more regional representation, as most members are currently from Europe. The committee discussed the possibility of including members from other regions, such as the United States, to enhance diversity and bring in different perspectives.

BL suggested reaching out to Dustin to find a more appropriate meeting time for US members, as the current timing might be too early for them.

Committee Membership Requests:

Jennifer mentioned that there have been requests from Bernard Schultz and Saipem to join the committee. Giuseppe from Saipem was put forward as a potential new member and it was agreed that he would make a welcomed addition.

Jennifer will make the necessary arrangements with MSG.

Action: Jennifer

Mark encouraged committee members to send in their photographs for the new website. The committee discussed the importance of having updated photos and agreed to check their current photo and send new if required.

Action: Committee Members

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.

The action items from the previous meeting that are not covered in the agenda were reviewed and updated as necessary.

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 Status Report

Adam provided an update on the major changes since the last meeting, including the updated inspection templates, risk categorization, and statistics on the use of the supplements.

The inspection templates had been updated to include new risk categorization and other improvements. These updates aim to enhance the accuracy and comprehensiveness of the inspections.

Adam explained the new risk categorization system, which helps prioritize findings based on their potential impact. This system is now integrated into the inspection templates.

The statistics were shared on the use of supplements, indicating an increase in their application and highlighting the importance of these additional tools in the inspection process.

Regional Analysis: Adam presented the regional analysis, highlighting the growth in the USA and Brazil, and the decline in Taiwan, the UK, the Netherlands, and Denmark.

Adam discussed the use of supplements and the new feature that allows setting supplements as required for specific vessel types. He explained the new filters available in the analytics hub, allowing users to filter by risk categorization and supplements.

Finally he provided a financial review, showing that the revenue and costs are now breaking even. The upload fees are being reinvested to support and develop the system.

5 Policy and procedures

5.1 IMCA M167 revision

M167 Rev.5 was released in February 2025 with updates to the policy and procedures, focusing on risk classification, cybersecurity, and data protection. These updates aim to enhance the robustness and security of the inspection process. The next issue of the guidance on the eCMID system will be released with the new ROV templates which are currently being developed and will provide more comprehensive coverage of ROV inspections.

Jennifer shared a proposed change from the diving department, to include a question specific to ships husbandry. The committee discussed the relevance and necessity of this change, however felt it was already covered sufficiently with question 5.10 on Permit to work.

5.2 QA report

Andy provided an update on the quality assurance review of the reports, highlighting the improvements in the inspection summaries, close-out meetings, and the use of the report template.

The committee discussed the use of photographs in reports, with some members suggesting that photographs should be limited to findings and good practices, while others emphasized the importance of general photographs for providing a snapshot of the vessel's condition.

IIMS asked whether Andy could contribute on the next AVI newsletter with a piece on photographs in reports, to which he agreed.

Action: Andy Goldsmith

6 Inspection templates

6.1 eCMID vessel and small vessel inspections

The committee debated whether to drop the requirement for reports to be reviewed or audited before uploading. It was decided to monitor the impact of this requirement over the next few months.

Bo suggested implementing a mentoring scheme for inspectors to improve the quality of inspections. The committee discussed the potential benefits of this approach.

6.2 Remote Systems & ROV

Roger provided an update on the ROV audit and inspection process, including the completion of the R004 and the development of the ROV system inspector scheme.

6.3 USV

The committee was reminded to review the USV inspection documents and provide feedback. Jennifer will forward the email sent on 27 Jan 2025.

Action: Jennifer

7 Online system

Adam discussed the recent updates to the online system, including the new inspection templates, vessel particulars, supplement selection, and improvements to the analytics hub. Adam mentioned the plan to develop an API for better integration with external systems and the need to survey members to understand their requirements.

8 Inspector accreditation – AVI scheme

Training and Revalidation: Sharon provided an update on the training and revalidation courses, highlighting the increase in applications and the geographical diversity of the participants.

Feedback from Courses: Mike shared feedback from recent courses, including challenges in booking inspections, the importance of objectivity, and the need for more awareness of eCMID.

IIMS want to work with IMCA to help focus on the next generation of AVIs that they see coming through. Want to develop a plan on how to help this trend continue.

Action: IIMS & IMCA

9 Communications

Festival of Knowledge 10: Mike provided an update on the Festival of Knowledge 10 event, celebrating the 10th anniversary of the scheme. The event will feature various speakers and a gala dinner.

10 Objectives, workplan and actions

The committee reviewed the work plan and objectives for 2025, including the ongoing development of the workboat code, enabling an API, and aligning with the G+ template.

The workplan table and objectives to be updated and circulated to the committee.

Action: Jennifer

The relationship with OCIMF is to be re-established.

Action: Jennifer

The annual report for Apr 24- Apr 25 will be due shortly. Mark will meet with Jennifer to assist her.

Action: Mark & Jennifer

11 Any other business

Jennifer shared the upcoming IMCA events for 2025, including the DP conference in Turkey, the lifting and rigging seminar in London, and the global summit in Kuala Lumpur.

12 Summary of action items


Action	Responsible	Target
IIMS have identified that Zoom has the capacity to translate their course on deliver. The multilingual members of the committee have agreed to assist IIMS with testing the function prior to roll out in future courses	Committee	Q2 25
Review G+ code of practice for Offshore Wind Supplement possibilities	All	Q2 2025
Commence a bridging analysis for eMISW and compare the questions with eCMID. This will be carried out alongside the International Workboat Code workgroup	Workboat code workgroup	Q3 2025
Hold a lunch & learn session at IMCA to expand internal knowledge of the scheme.	IMCA secretariat	Q2 2025
Send a message to MSG to include Roger, Dustin and Giuseppe into the committee.	Jennifer	28 March 2025
Review and update your photographs on the IMCA website if necessary, and send the updated photos to Jennifer.	All	Q2 2025
Send the last lot of minutes to Sujit for signing via DocuSign.	Jennifer	20 March 2025
Arrange a meeting with the G+ committee to discuss alignment on the inspection template, ensuring matching numbers from both sides.	IMCA secretariat	Q2 2025
Look into the geographical locations of the top AVI inspectors who have conducted the highest number of inspections per year and provide the data at the next meeting.	Adam	Q2 2025
Write a short guidance document on the use of photographs in inspection reports to be included in the AVI newsletter.	Andy	31 March 2025
Analyse the number of reports that go through the review and audit process and provide the figures at the next meeting	Adam	Q2 2025
Create new training videos for IIMS before the next course in June.	Adam	June 2025
IIMS & IMCA to work together to help, support and encourage the new generation of AVIs.	IMCA, IIMS	Q3 2025
eCMID annual report	Mark & Jennifer	Q2 2025
Re-establish talks with OCIMF to align eCMID, OVID and G+ templates	Jennifer	Q2 2025

13 Date and location of next meetings

The dates for 2025 meeting were discussed and provisional dates suggested as follows, with the later time of 12.30 to accommodate the USA:

- 3 June 2025 via Teams
- 11 September face to face at IMCA's London offices, & via Teams

- 11 December via Teams.

	Sujit Viswanathan	19/06/2025
Signed as a true record	Name	Date

20032025 eCMID minutes - sent out 27 Mar

Final Audit Report

2025-06-19

Created:	2025-06-19
By:	Jennifer Evans (jennifer.evans@imca-int.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAefRpipY2PQC00_PC78GCz5wr734f2-dt

"20032025 eCMID minutes - sent out 27 Mar" History



Document created by Jennifer Evans (jennifer.evans@imca-int.com)

2025-06-19 - 1:08:38 PM GMT



Document emailed to Sujit Viswanathan (sujit.viswanathan@dnv.com) for signature

2025-06-19 - 1:08:45 PM GMT



Email viewed by Sujit Viswanathan (sujit.viswanathan@dnv.com)

2025-06-19 - 3:04:52 PM GMT



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Signature Date: 2025-06-19 - 3:05:55 PM GMT - Time Source: server



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2025-06-19 - 3:05:55 PM GMT