

Minutes of a meeting of the Association's Marine eCMID Committee
held on 18 June 2025 from 13:00 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 George Reed & Giuseppe Bisceglie, who provided a brief introduction of themselves. The committee members introduced themselves to George and Giuseppe.

2.2 Apologies for absence

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

Name	Company	Sep 2025	Dec 2025	Mar 2026	Jun 2026
Sujit Viswanathan (Chair)	DNV	Attended	Attended	Attended	Attended
Kerrie Forster (Vice-Chair)	Workboat Association	Attended	Attended	Apologies	Part-Time
John Morrison (George Reed)	BP	Apologies	Apologies	Absent	Attended
Bo Kiel Jespersen	Ørsted	Attended	Attended	Attended	Attended
Jennifer McCaul	Scottish Power	Attended	Apologies	Attended	Attended
Kevan Smith	Subsea 7	Apologies	Attended	Attended	Apologies
Vladimir Shuvaev	TechnipFMC	Apologies	Attended	Attended	Attended
BL Taylor-Hamilton	Siemens Gamesa Renewables Energy	Part-Time	Attended	Attended	Attended
Benjamin Graff	Fred Olsen	N/A	N/A	Attended	Attended
Emma Watts	SSE	N/A	N/A	Apologies	Part-Time
Giuseppe Bisceglie	Saipem				Attended
Mike Schwarz	IIMS/MSA	Attended	Attended	Attended	Attended
Sharon Holland	IIMS/MSA	Attended	Attended	Attended	Attended
Elle Bryant	IIMS/MSA	Attended	Attended	Part-Time	Attended

Legend:

☒ Attended
 ☒ Part-Time
 ☐ Substitute
 ☐ Apologies
 ☐ Absent
 ☐ N/A

Also present or joining via videoconference were:

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

2.3 Committee membership

The committee discussed the possibility of including members and a suggested was made to approach Andrew Corrie of RWE. This was agreed by the members. Jennifer will reach out and invite Andrew.

Action: Jennifer

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

Sharon Holland of IIMS confirmed that they had started to offer students the option to have their courses translated during the Zoom meeting. However the accuracy of the translation service has not been verified. The committee discussed the need for testing and feedback to ensure the quality of translations, especially for technical content.

Collaboration between bilingual committee members and IIMS required to test the system

Action: Jennifer, IIMS

Enclosed Space Entry: Mark highlighted ongoing issues with enclosed space entry, noting that 8% of vessels did not adequately control entry. This is a slight improvement from the previous year, but still a significant concern.

Industry Initiatives: Mark discussed potential industry initiatives to address the issue of enclosed space entry. These include working with InterManager and other stakeholders to develop universal signage and improve training and awareness among crew members.

Committee Discussion: The committee discussed the importance of addressing the human factors and safety culture on board vessels. They emphasized the need for effective training, toolbox talks, and role modeling by inspectors to improve safety behaviours.

The committee agreed to circulate the annual report and highlight the findings related to enclosed space entry. They also discussed the possibility of a concentrated inspection campaign to focus on high-risk areas identified in the report.

Action: All

4 Status Report

Adam provided an update on the inspection templates and confirmed no major changes since February, with plans to update the small vessel inspection template to include risk ratings.

Inspection Growth: Adam presented statistics showing growth in inspections, with a 70% increase in big vessel inspections and a 20% increase in small vessel inspections compared to the previous year. The committee noted the positive trend and the importance of maintaining this growth.

Regional Analysis: Adam highlighted regional trends, noting a decrease in inspections in the Asia-Pacific region for the second consecutive quarter. The committee discussed the need to investigate the reasons behind this trend and take appropriate actions to address it.

Analytics Hub: Adam discussed the use of the analytics hub, which provides detailed insights into inspection data. He mentioned plans to improve the tools available to vessel operators, allowing them to better analyse and manage their inspection data.

Future Improvements: Adam outlined future improvements, including the development of new features for the analytics hub and enhancements to the vessel operator tools. These updates aim to provide more detailed and actionable insights for users.

5 Policy and procedures

5.1 IMCA M167 revision

No changes

5.2 QA report

The details of Andy's quality assurance reviews were presented in his absence.

Over the past few months Andy has reviewed reports from 12 AVI's previously audited, to compare how the recent major upgrade have made to their reports. Completeness has improved but photographs of documents continues:

- Inspection summaries are more consistent
- Vessel particulars are now generally fully completed
- Guidance notes are complied with better. However, section 5 "HSE" in CMID, and section 15 in SVI "Safety of Personnel" could benefit from a few tweaks as sometimes it is not clear from the inspector's comments that the procedure that exists in a manual is being followed onboard. Andy is noting questions where guidance notes aren't always being followed so we might adjust these in the future.
- Only 1 out of the 12 reports did not refer to a Closing meeting
- The audit requirement has been dropped from the scoring
- The disclaimer requirement is still pulling the score down with more than 50% of reports not having one or it being inadequate
- The low score with photographs is mainly down to photographs of documents. Andy is taking a note of the questions that generate document photographs so we might review whether to deny photographs with these questions in the future.

It was noted that this was a notable improvement however it would require more months and quality checks to confirm this is the case. IIMS will prepare a piece and ask Andy to assist, to convey with the AVIs how the recent changes are making an improvement.

Action: IIMS, Andy

It was agreed that all should review eCMID Section 5 HSE and >500 eCMID Safety of Personnel, in line with Andy's comments.

Action: All

6 Inspection templates

6.1 eCMID vessel and small vessel inspections

M189 small vessel Issue 7.1 will be released shortly with the risk ratings included.

The potential to include a Wind specific supplement was discussed however it was unclear what alternative questions this could include, which aren't already covered in ship specific supplements.

The G+ good practice guidelines to be circulated with the committee to review and comment on whether a independent supplement is required, or whether other supplements could be updated. Ideas and suggestions to send into IMCA.

Action: All

6.2 Remote Systems & ROV

Roger provided an update on the ROV audit and inspection process which is now available, with plans to integrate into the eCMID system.

R006 which was released in May 2025 was shared within the meeting chat and it has been made available in the Document Review folder.

Is was asked if there was a guide available to help members navigate Microsoft Teams. IT confirmed that there is one however this may be outdated. They'll update and Jennifer will distribute.

Action: IT & Jennifer

6.3 USV

The two new inspection templates for USV inspection and USV remote operations centre are still within the document review folder for review and provide feedback. More updates to be provided at the next meeting.

7 Online system

Adam discussed the updates to the templates for ROV, USV etc.

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 was provided on how numbers from younger generation were on the rise however the older generation appeared less willing to mentor them for fear of stealing jobs.

Mike provided feedback on the 10th anniversary face to face Festival of Knowledge. Overall it was felt to be a successful event with feedback mainly coming from the AVI's who had been in the room, rather than those online. It was felt to be a good networking opportunity, thought provoking with engaging and informative presentations.

It was noted that not having a larger IMCA presence was felt and perhaps an online Webinar where the AVIs could directly ask questions could be a good idea.

Action: IIMS & IMCA comms

9 Festival of Knowledge Take Aways

The general feelings of the AVIs in the room, on the day, were greatly felt and a take away meeting was held separately between IMCA and the Chair & Vice Chair, prior to the committee meeting. The comments and take aways of which were:

- **Complaints About System Changes:** Mark and Adedotun discussed complaints from inspectors about the vessel particulars finding. Adedotun explained that some inspectors found it time-consuming and unnecessary, while others did not mind the extra time spent.
 - **Commercial Issue:** this was identified the issue as commercial, noting that inspectors should focus on safety management rather than spending excessive time on vessel particulars.
 - **Encouraging Inspectors:** Adedotun suggested creating promotional materials to encourage inspectors to accept the changes, explaining that the changes are intended to make their work easier.
- **Guidance Documents Access:** Adedotun suggested providing inspectors with a snapshot of the relevant information from guidance documents instead of the full content. Mark agreed that this would be a good solution.
 - **Access Issues:** Adedotun highlighted that many inspectors do not work for member companies and therefore do not have access to the full guidance documents. Providing snapshots would help address this issue.
 - **Implementation Plan:** Mark agreed with the proposal and suggested that a paper could be written to provide a solid argument for the change, explaining the reasons behind it.
- **System Changes and Comments:** Mark and Adedotun discussed the requirement for inspectors to add comments when selecting "not applicable" for certain questions. Mark emphasized the importance of inspectors explaining why a question is not applicable.
 - **Inspector Feedback:** Adedotun mentioned that some inspectors found it unnecessary to add comments for "not applicable" questions. It was discussed and agreed that it is essential for inspectors to justify their selections.
 - **Training Guide:** Adedotun suggested including the requirement to add comments for "not applicable" questions in the training guide to ensure inspectors are aware of the importance of this practice.
- **PDF Uploads for Closeout Meetings:** Adedotun mentioned that inspectors wanted the option to upload PDFs directly instead of converting them to image files. Mark agreed to consider this feature if the committee collectively decided it was a good idea.
 - **Committee Decision:** Mark agreed to consider the feature if the committee collectively decided it was a good idea, indicating that it would require further development and approval.
- **Autosave Feature:** the possibility of implementing an autosave feature for inspection reports was asked. The challenges of saving data to the cloud versus the browser and the need for internet connectivity was discussed.
 - **Browser Cache Issues:** Adedotun explained that saving data to the browser cache could result in data loss if the browser updates or the cache is cleared. He suggested that saving data to the cloud would be more reliable.

- **Development Considerations:** Mark and Adedotun discussed the development time and prioritization required to implement the autosave feature. They considered the feasibility of saving data to the cloud and the need for inspectors to have internet access during inspections.
- **Crew Competency and Vessel Security:** Adedotun raised a question about crew competency and vessel security during inspections. Mark and Jennifer clarified that the issue was more related to vessel security and suggested adding a question about inspectors being challenged at the gangway.
 - **Security Question:** Mark suggested adding a question to the inspection process to verify that inspectors are challenged at the gangway and noted to be present on board for their inspection. This would address the security concern raised by Adedotun.
- **ROV Accreditation:** Adedotun and Mark discussed the process for ROV accreditation and the need for inspectors to demonstrate competency in ROV inspections. They agreed to seek input from Roger on the specific requirements.
 - **Competency Criteria:** Mark mentioned that inspectors might need to complete a certain number of ROV inspections to qualify for accreditation. The exact criteria would be determined by Roger.
 - **Integration with eCMID:** Mark explained that the ROV inspection process would be integrated with the eCMID system, ensuring consistency and reliability in the accreditation process.
- **Future of AVI Sector:** Adedotun raised concerns about the aging workforce in the AVI sector and the need for recruitment and mentoring initiatives. Mark suggested discussing this issue with IMCA to develop a plan for attracting and training new inspectors.
 - **Recruitment Initiatives:** Mark suggested discussing the issue with IMCA to develop a plan for attracting and training new inspectors. He proposed a mentoring initiative to help new inspectors gain the necessary experience and skills.
- **AVI experience:** Could the AVIs receive more from IMCA? Does IMCA do enough for the AVIs to feel supported and part of the team.
 - Could we integrate IMCAs Market Intelligence website into the AVI system, to provide the AVIs with an insight into the vessels worldwide. This can be helpful as can choose to look up by industry.

10 Communications

The committee were thanked for the photos sent in and only the new members George and Giuseppe were outstanding.

Adam thanks IIMS for their patience and confirmed that their workload now enabled them to make a start on the new slides/video guides. It was asked whether the existing can be sent to IT, so they can ensure to include all the relevant material, old and new.

Action: IIMS, IT

As mentioned previously a webinar will be looked into and a plan for 2026 requires to be formulated and relayed to IMCAs communication department.

Action: IMCA, IT

11 Objectives, workplan and actions

The committee reviewed the work plan and objectives for 2025., including the ongoing development of the workboat code. However it was commented that the workplan was now looking a little old and that some time during the face to face meeting in Sept should be designated to planning the 2025/2026 workplan.

The relationship with OCIMF is to be re-established.

Action: Jennifer

The annual report for Apr 24- Apr 25 will be released shortly.

Action: Jennifer

12 Any other business

Sujit spoke to the committee about how he'll soon be hitting the milestone of 10 years within the committee and the past 3 of those as committee Chair. He thoroughly enjoys the role, but feels it only fair to let someone else take the reins, if they so choose?

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

13 Summary of action items

Action	Responsible	Target
Multilingual Course Test: Arrange a test run of the IMS course with a few bilingual volunteers to ensure the accuracy of technical translations.	Jennifer, IIMS	Q3 25
Jennifer to share G+ good practices with the committee to review, in order to establish is a Offshore Wind Supplement is possible/ necessary	Jennifer	Q3 2025
Wind Supplement Ideas: Submit ideas for additional wind supplement questions or identify gaps in the current supplements.	All	Q3 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	Q4 2025
Hold a lunch & learn session at IMCA to expand internal knowledge of the scheme.	IMCA secretariat	Q3 2025
Ask Rhys if he can shed some light on why the drop in numbers in Asia-Pac	Jennifer, Rhys	Q3 2025
Section Review: Review Section 5 of the ECMID and Section 15 of the small boats in line with Andy's comments.	All	Q3 2025
Improvement Communication: Communicate to the AVIs that the changes made are showing an improvement, including feedback from Andy. Could include piece on the importance explaining the reasons behind the change in vessel particulars and provide a solid argument for it.	IIMS, Andy	Q3 2025
New member photos for webpage	Jennifer	Q2 2025

AUV Inspection Update: Ensure Richard provides an update on the AUV inspection system at the next meeting.	Jennifer	Q3 2025
Arrange a meeting with the G+ committee to discuss alignment on the inspection template, ensuring matching numbers from both sides.	IMCA secretariat	In progress
Create new training videos for IIMS.	Adam	Q4 2025
IIMS & IMCA to work together to help, support and encourage the new generation of AVIs. Propose an inspector recruitment and mentoring initiative to IMCA to address the aging inspector demographic.	IMCA, IIMS	Q3 2025
Invite new member Andrew Corrie, of RWE to join	Jennifer	30 June 2025
eCMID annual report	Jennifer	30 June 2025
Look into the possibility of holding a webinar with the AVIs, where they can Ask IMCA...	IMCA Comms	Q3 2025
Re-establish talks with OCIMF to align eCMID, OVID and G+ templates	Jennifer	Q2 2025
ROV Accreditation Process: Discuss the ROV accreditation process with Roger to clarify the requirements and ensure inspectors understand the process.	Mark	Q3 2025
Guidance Documents Access: Look into how we can provide a snapshot of relevant information from the guidance documents for specific questions.	IT	Q4 2025
Autosave Feature: Add the suggestion to implement an autosave feature that backs up every 30 minutes and includes a restore button to the development wish list.	Ade	Q4 2025
Crew Competency Question: Review the need for a question regarding crew competency and vessel security during inspections and propose appropriate wording.	Jennifer	Q3 2025
Distribute Teams how to guide, once IT have updated	Jennifer	Q3 2025

14 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:

- 11 September face to face at IMCA's London offices, & via Teams
- 11 December via Teams.

Signed as a true record

Name

Date