

**Minutes** of a meeting of the Association’s Offshore Survey Committee held on 15 January 2026 from 09:00 at IMCA Offices London and online

## 1 Welcome and Attendance

The Chair welcomed members to the meeting. Apologies for absence were recorded, with the latest meeting attendance as follows:

First Name	Last Name	Initials	Company	Position	17/04/25	02/07/25	15/10/25	15/01/26
<b>Committee Members</b>								
Mike	Clark	MC	Subsea 7	Chair	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Dave	Matthews	DM	TechnipFMC	Vice-Chair	☑ Attended	☑ Attended	☑ Apologies	☑ Attended
Gordon	Brown	GB	Andrews		☑ Apologies	☑ Attended	☑ Attended	☑ Attended
John	Chatten	JC	Fugro	SA representative	☑ Apologies	☑ Apologies	☑ Attended	☑ Attended
Tristan	Fleury	TF	Saipem		☑ Attended	☑ Attended	☑ Attended	☑ Attended
Scott	Howden	SH	DOF ASA		☑ Attended	☑ Attended	☑ Apologies	☑ Attended
Paul	McBride	PMB	Fugro		☑ Apologies	☑ Attended	☑ Attended	☑ Attended
Kate	McCubbin	KMC	Oceaneering International		☑ Attended	☑ Attended	☑ Apologies	☑ Attended
Julian	Nelson	JN	Oceanscan	C&T representative	☑ Apologies	☑ Apologies	☑ Apologies	☑ Attended
Arnold	Niessen	AN	Boskalis		☑ Attended	☑ Attended	☑ Attended	☑ Apologies
Michiel	Van de Munt	MVDM	Allseas		☑ Attended	☑ Attended	☑ Attended	☑ Attended
Simon	Waterfield	SW	Sonardyne		☑ Attended	☑ Apologies	☑ Attended	☑ Attended
Torsten	Marten	TM	UTEC Survey, Inc.		☑ Attended	☑ Apologies	☑ Attended	☑ Apologies
Shepard	Smith	SS	XOCEAN Ltd	NA Representative	☑ Attended	☑ Apologies	☑ Apologies	☑ Apologies
Aaron	Bainbridge	AB	Subsea7	APAC Representative	☑ Attended	☑ Attended	☑ Apologies	☑ Attended
Mike	Lykke	ML	Jan de Nul		N/A	N/A	N/A	☑ Attended
<b>IMCA Representatives</b>								
Roger	Moore	RM	IMCA	Technical Adviser	☑ Attended	☑ Apologies	☑ Apologies	☑ Attended
Sara	McQuillan	SMQ	IMCA	Assistant Technical Adviser	☑ Attended	☑ Attended	☑ Attended	☑ Attended
Jamie	Chestnutt	JC	IMCA	Chief Operating Officer	N/A	N/A	N/A	☑ Apologies
<b>Additional Attendees</b>								
Peter	Major	PM	UTEC Survey	Stand in - Torsten Martin	N/A	N/A	N/A	☑ Attended
<b>IOGP Representatives</b>								
Walter	Jardine	WJ	IOGP		N/A	N/A	☑ Attended	☑ Attended
Wade	McGee	WMG	IOGP (BP)		N/A	N/A	☑ Attended	☑ Apologies
Nicole	Zhou	NZ	IOGP	Committee Manager	N/A	N/A	N/A	☑ Attended

## 2 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.

## 3 Update from the IOGP

### 3.1 Introduction of Nicole Zhou

WJ introduced Nicole Zhou as the new Geomatics Manager at IOGP, explaining her background in drilling and geomatics and her ongoing transition into the role, with Lucy Kryla-Straszewska remaining involved during the handover.

### 3.2 GNSS Positioning Guidelines Update

WJ and MC discussed the update to the 373-19/S015 GNSS positioning guideline, outlining the formation of a joint working group, the plan for a collaborative review session in March, and

the focus on updating sections related to jamming, spoofing, and multi-constellation systems. MC emphasised that the approach is to supplement the document or remove only outdated information, rather than conduct a full review, ensuring that only essential changes are made to incorporate the main points. SMQ offered to share the current review document, and comments register for any committee members who would like to contribute to the review and in-person session in March.

**Action: SMQ to share the S015 GNSS comments register for input.**

### **3.3 3D Point Cloud Technical Flash**

WJ described the near-completion of a 3D point cloud technical flash led by Matt Paolian, which aims to define industry requirements for QA/QC, calibration, and deliverables in 3D scanning operations, with IMCA members having reviewed the draft.

### **3.4 GNSS Jamming and Spoofing Technical Flash**

WJ detailed the development of a technical flash on GNSS jamming and spoofing, based on operator experiences in high-risk regions, and explained its imminent release to IOGP members, with the expectation that it will be shared widely within the industry.

### **3.5 March Joint Meeting Planning**

WJ and SMQ outlined plans for a joint IOGP-IMCA meeting on 9 March in London, including separate subcommittee sessions and a collaborative working session on the GNSS guidelines and the USBL guidance, with the agenda to be finalised and the meeting open to all interested members.

**Action: SMQ to ensure all members of the Offshore Survey Division receive the invitation to the IOGP/IMCA Joint session in March.**

### **3.6 Guidance Note 373-16 Update – ‘Quality Control of Proposed Well Coordinates’**

WJ described the nature of this document as being primarily written for directional drillers and geophysicists to ensure the handling of coordinate reference systems is correct. Members of the committee including SW, AB and MC discussed experiences around the ambiguity that can occur with any asset coordinate, nomenclature and reference codes (ESPG).

WJ mentioned that the document will be sent to the IMCA committee for review at the appropriate time.

### **3.7 Review of S017, USBL Positioning**

MC and WJ discussed proposed collaboration to ensure there is no duplication between the IMCA (S017) and IOGP (624-01) guidance on USBL systems with WJ highlighting that the IOGP document focuses on calibration and verification. The aim is to ensure a consistent approach and suggested that any content within 624-01 can be repeated in S017. DM highlighted that IMCA was part of the previous review of 624-01. Further, MC explained the request for IOGP input into conversations around the currently published error budget, seeking IOGP agreement on the final outcome.

### 3.8 IOGP and IMCA Collaboration

WJ highlighted the long-standing mutual agreement between the two organisations to share any documentation that may impact members in advance of publishing.

## 4 Minutes of the Previous Meeting

The minutes of the Q4 2025 meeting were circulated with this meeting agenda for approval. KMC highlighted a minor error in the published minutes. SMQ will ensure this is resolved and then progress for approval. No further items were raised against the previous minutes.

## 5 IMCA Updates

### 5.1 Membership and Publications

SMQ reported a decrease in total and survey membership numbers, introduced new member companies, and highlighted recent publications, including a new competence framework for inspection personnel and various information notes including 1718 Latitude and Speed input to Heading Sensor Concerns.

### 5.2 IMCA Governance Review and Personnel Change

SMQ explained that the organisation is currently undergoing a structured governance review, developing a new Mission, Purpose, and 2026–2030 Strategy focused on five key pillars. It was noted that the IMCA Technical Director, Jim Cullen and Director of Client Engagement (Europe and Africa) David Bloom have stepped down. Rhys Jones has been appointed in a new role as Head of Competence and Training and will transition into supporting the Competence and Training committee while RM and SMQ step back over the next six months.

### 5.3 IMCA Committee Updates and Events

Updates were given on the formation of the People Committee and ongoing reviews in technical committees. SMQ highlighted the request from the Competence and Training Committee to undertake a review of C004 (Guidance on competence assurance and assessment: Offshore Survey Division). SMQ will include this as part of the 2026 workplan and update at the next committee meeting.

SMQ provided the current schedule of regional and global events. JC requested support from the IMCA Secretariat for the South America regional meeting. SMQ agreed to support this.

**Action: SMQ to support JC with materials for the IMCA South America Regional Meeting**

### 5.4 Annual Safety Statistics Report 2026

SMQ described the IMCA Annual Safety Statistics Report noting that it is considered one of the leading sources of data for safety in the offshore construction sector. Members are requested to submit their safety data via the IMCA website.

## 6 Committee Activity – non-Workgroup

### 6.1 IMCA Quality Flashes

The committee revisited the idea of publishing quality flashes, similar to safety flashes, to share lessons learned from survey quality incidents, with SW, MC, SH and KMC supporting the initiative and suggesting a quarterly or annual format depending on incident volume. The committee discussed the feasibility, potential benefits and requirement for anonymisation. To support the development of the concept, SMQ requested that committee members discuss this within their company to determine if this data could be shared and submit examples for consideration.

**Action: All members to feed back on feasibility of sharing quality incident data and provide examples. SMQ to provide an outline to the committee based on input.**

### 6.2 Data Delivery between Contractor/Operator Guidance

MC led a discussion on the challenges of managing and delivering large volumes of geospatial and video data between contractors and operators, considering the development of a technical note or guidance document and the need for industry input. SMQ and MC proposed drafting terms of reference for a technical note or guidance document, with plans to form a workgroup in the future to address the topic.

**Action: SMQ to draft Terms of Reference for guidance on data management and delivery.**

### 6.3 Sonardyne Presentation on Fusion 2 – Feedback requested

SMQ raised the existing action from the previous meeting requesting members to submit feedback on Fusion 2 for SW to respond to. SMQ highlighted that no feedback had been raised and suggested the action be removed for future meetings, but that members can submit any requests in future for a response. SW and the committee agreed with the course of action.

### 6.4 Member Feedback on Quality of Surveyors in ME&I

SMQ presented feedback from the IMCA Middle East and India region regarding a perceived experience gap prompting a wide-ranging discussion on training and industry expectations.

SH and others described company efforts to focus on attention to detail and gradual skill development, while DM and KMC highlighted issues arising from reduced team sizes, increased administrative burdens, and the loss of experienced personnel.

The committee debated whether IMCA should provide guidance on team sizes, with RM and DM noting the influence of IMCA documents on company practices and the potential value of including quality-based team size recommendations. MC highlighted existing guidance on recommended team sizes, with RM offering to find the information and pass to SMQ.

SMQ agreed to review the discussion, consider possible IMCA initiatives to support surveyor development, and review the existing safe manning level documents for potential adaptation.

**Action: RM to obtain previously issued guidance on recommended team sizes and pass to SMQ for consideration.**

**Action: SMQ to feedback on development of initiative to support surveyor development.**

## 6.5 Workplan 2026

SMQ introduced a structured roadmap for 2026, detailing the planned review and publication schedule for six major documents, including shared sensors for Survey and ROV (S025), Out of Straightness (S026), Multibeam Echosounders (S003), Deep Water Positioning (S013), USBL (S017), and GNSS (S015), and emphasised that there will be a need for flexibility. SMQ suggested that this format will be used for future annual planning.

SMQ and committee members discussed the composition of workgroups, the inclusion of new members, and the importance of engaging a broader membership base in future years, with plans to open workgroups to non-committee members and diversify input. SMQ is exploring this idea internally and will feed back any progress towards this.

## 7 Committee Activity – Workgroups

### 7.1 S019 Spool Metrology

The publishing of this document was highlighted with SMQ noting positive feedback has been received and praising the work of the specialist members of the workgroup and the chair SH.

### 7.2 S025 Shared Use of Sensors for ROV and Survey Purposes

SMQ explained this is following up on a review undertaken in 2024 resulting in some minor edits. The document will be issued for committee review on completion of the minor edits. The document will then go to the Remote Systems and ROV Committee for review.

### 7.3 S026 Out of Straightness Survey

The small workgroup formed of MC, TM and DM are progressing a review of this document that began in 2024. Additional information around OOS when using controlled buckling methods, further context for the context of OOS and emphasis on collaboration between survey and engineering teams have been included. The workgroup met in January 2026 and will meet again before issuing the document for committee review.

### 7.4 S013 Deep Water Positioning

MVDM as workgroup chair gave an update on the status of the workgroup for this document noting that they met in November 2025 and have a meeting scheduled for this week. MVDM discussed the development of the document to address hybrid positioning solutions, error propagation, and the importance of illustrating differences between USBL, INS, and LBL techniques with practical examples.

### 7.5 UXO Guidance (Proposed)

RM provided information on proposed guidance, jointly developed between the Marine, ROV, Diving, Survey and HSS divisions within IMCA. DM highlighted that the SUT have a specific group dedicated to this subject ((Offshore Site Investigation and Geotechnics Committee) with published guidance. DM also highlighted an upcoming event by the SUT on this topic. SMQ agreed to share information on the event. RM will investigate this resource for potential collaboration.

**Action: SMQ to circulate details on the upcoming UXO event by the SUTA OB**

## 7.6 Published Technical Note 1718

Following the mentioned publishing of IMCA Technical Note 1718 – *Latitude and Speed Input to Heading Sensor Concerns*, DM, MVDM and ML discussed the implications of this guidance noting that the guidance can be impractical and unnecessary due to safeguards included within the sensor to mitigate the issue that was experienced. SMQ will engage with the Technical Advisor for the Marine committee to gain further information on the rationale for the Information Note and feedback to the committee via email.

**Action: SMQ to discuss TN 1718 with the Marine TA and feedback to the committee**

## 7.7 Technical Note on Coordinate Reporting

Following the discussion from the IOGP on Well Co-ordinate Reporting, SW and MC suggested developing a technical note to standardise reporting of coordinates, datums, and transformations. SW and MC will review internal bulletins and consider drafting such a note later in the year. SMQ will create a working folder for this purpose.

**Action: SMQ to create a working folder for TN on Coordinate Reporting.**

## 8 Scheduling of Upcoming Meetings

After discussion the committee agreed to schedule the next meeting for 1pm on 22 April 2026. SMQ suggested future meeting dates considering summer holidays and the IMCA South America regional meeting in November. Therefore, the Q3 meeting is proposed for July and the Q4 meeting for November (avoiding conflict with SA Regional). SMQ emphasised that there is flexibility in the suggested dates.

## 9 Summary of Action Items

Action	Responsible	Target
Ensure all members of the Offshore Survey Division receive the invitation to the IOGP/IMCA Joint session in March.	SMQ	15 February 2026
Support JC with materials for the IMCA South America Regional Meeting.	SMQ	10 March 2026
All members to feedback on feasibility of sharing quality incident data and provide examples. SMQ to provide an outline to the committee based on input.	All	22 March 2026
Draft Terms of Reference for guidance on data management and delivery.	SMQ	Q2 meeting
Obtain previously issued guidance on recommended team sizes and pass to SMQ for consideration.	RM	15 February 2026
Feedback on development of initiatives to support surveyor development.	SMQ	Q2 meeting
Circulate details on the upcoming UXO event by the SUT.	SMQ	23 January 2026
Discus TN 1718 with the Marine TA and feedback to the committee.	SMQ	15 February 2026
Create a working folder for TN on Coordinate Reporting.	SMQ	15 February 2026

## 10 Date and Location of Next Meetings

Confirmed and proposed dates for next meetings:

- ◆ IOGP Workshop: 9 March – Hosted at Shell, London
- ◆ 2026 Q2 meeting: 22 April, 1pm (BST) – Hosted online
- ◆ 2026 Q3 meeting: 15 July, 9am (BST) – Hosted online (TBC)
- ◆ 2026 Q4 meeting: 11 November, 1pm (BST) – Hosted online (TBC)



Michael Clark

10/06/2026

Signed as a true record

Name

Date












# Offshore Survey Committee Q1 2026

Final Audit Report

2026-06-10

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