

**Minutes of a meeting of the Association's Marine eCMID Committee
held on 1 December 2025 from 12:30 GMT 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 all to the final meeting of 2025, and expressed thanks for being able to make the alternative date.

2.2 Apologies for absence

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

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

Legend:

Attended
 Part-Time
 Substitute
 Apologies
 Absent
 N/A

Also present or joining via videoconference were:

Jennifer Evans	IMCA
Adam Hugo	IMCA
Ade Adebajo	IMCA
Roger Moore	IMCA
Argiro Bell	IMCA

Technical Advisor – Marine
Head of IT
IT
Technical Advisor – ROV
Marine Admin

2.3 Committee membership

Committee Membership Updates and Regional Representation: The committee members discussed current committee membership, regional representation gaps, and potential new members, including the proposal of Adam Sokal as North American representative and efforts to increase small craft and helicopter operations expertise.

- **Regional Representation Efforts:** Jennifer and Rhys are actively seeking new representatives for the Asia Pacific and North America regions, with Sean Hogue suggesting Adam Sokal from Baker Marine as a candidate for North America due to his relevant experience and positive relationships with committee members.
- **Expertise Gaps and Diversity:** Kerrie raised concerns about the committee's coverage of key annexes, particularly helicopter operations, which was addressed by Anthony and Kevan, who confirmed their relevant experience, while the need for more small craft and CTV representation was acknowledged.
- **Action to Recruit Small Craft Owners:** Sujit and Kerrie agreed to explore recruiting small craft owners, with Kerrie offering to approach Windcat for potential committee participation, aiming to strengthen expertise in the MISW and small vessel domains.

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.

Review of Previous Actions: Jennifer, Adam, and Sujit reviewed outstanding action items from the September meeting, including updates on committee reporting, lunch and learn sessions, and the status of various objectives, with several items carried forward for further discussion.

- **Status of Action Items:** Jennifer and Adam confirmed that some actions, such as setting up direct annual report submissions, have been completed, while others, including reporting elements and crew preparation guidance, remain in progress and will be addressed in future meetings.
- **Lunch and Learn Session Feedback:** Jennifer reported on the October lunch and learn session focused on eCMID, noting lower attendance compared to IT topics but positive engagement from participants, particularly from the Middle East, and highlighted the availability of session recordings and slides for wider access.
- **Committee Governance and Future Planning:** Jennifer, Sujit, and Adam discussed ongoing IMCA governance reviews, upcoming changes to committee structures.
 - **Governance Review and Committee Structure:** Jennifer outlined the ongoing IMCA governance review, which aims to standardize committee operations, reporting lines, and potentially restructure or harmonize subcommittees, with updates to be provided in the next quarterly meeting.

3.2 Matters arising from the minutes not covered by the agenda

None

4 Status Report

Adam provided an update on the statistics of live reports for both M149 vessels and M189 vessels and the finance status for the scheme. The 2026 budget is due to be presented to the IMCA Board this week and IT have requested an above inflation proposal for expanded eCMID development.

When discussing the analytics hub it was questioned whether results from the analytics could be shared better with the wider community?

System Enhancements, Analytics, and Data Sharing: Adam, Kerrie, Bo, and other participants discussed ongoing and planned enhancements to the eCMID IT platform, improvements to the analytics hub, and strategies for sharing inspection data and findings with stakeholders to drive safety and operational improvements.

- **Analytics Hub Usage and Improvements:** Adam reported steady usage of the analytics hub and outlined plans to expand its features, including integrating QA data, improving reporting, and providing reusable slides and key findings for broader dissemination.
- **Data Sharing and Proactive Safety Communication:** Kerrie and Bo advocated for more frequent sharing of top inspection findings with IMCA members and the secretariat to promote proactive safety measures, suggesting regular summaries and integration with existing safety communication channels.
- **Technical Platform Upgrades:** Adam detailed upcoming IT enhancements, such as improved hosting resilience, authentication upgrades, and the potential development of an API for system integration, while maintaining strict security and access controls.
- **Feedback-Driven Development:** The committee emphasized the importance of user and inspector feedback in guiding future system improvements, including streamlined report renewal processes and enhanced support for vessel operators and inspectors.

5 Policy and procedures

Inspection Findings, Reporting, and Training Improvements: The members examined the quality of inspection findings, the use of guidance and training for inspectors, and mechanisms for improving report clarity and consistency, including actions to address zero-finding reports and enhance inspector support.

- **Analysis of Zero-Finding Reports:** Andy identified several inspectors with multiple reports showing no findings, prompting the committee to consider whether this indicates overly lenient inspections or exceptional vessel conditions, and agreed to review these cases for potential training lessons.
- **Improving Report Guidance and Weighting:** Kerrie and Bo highlighted the need for clearer guidance and weighting for inspection findings, suggesting the development of a more nuanced scoring system and the provision of detailed examples in training materials to ensure inspectors understand expectations.

- **Training and Communication Mechanisms:** Sharon and others discussed the importance of incorporating lessons learned into inspector training, possibly through report writing courses and regular feedback, while maintaining the anonymity of inspectors in performance reviews.

Committee Actions for Inspector Support: The committee agreed to form a small group to work with Andy on refining the findings scoring system and to consider additional communication channels, such as presentations and information campaigns, to reinforce best practices among inspectors.

6 Inspection templates

Updates were provided with updates on the development and governance of specialized inspection templates for remotely operated vehicles (ROVs), uncrewed surface vessels (USVs), and autonomous underwater vehicles (AUVs), including accreditation processes and committee responsibilities.

Technical Developments and Inspection Template Updates: Adam, Roger, and Jennifer provided updates on technical improvements to the eCMID system, inspection template revisions, and the introduction of new templates for ROV, AUV, and USV, with committee input on guidance documents and process enhancements.

- **Guidance Document Revision:** Adam circulated a reorganized guidance document reflecting new templates and vessel-specific appendices, requesting committee review and comments ahead of publication, with the aim of maintaining high standards across all inspection types.
- **Template and Reference Content Updates:** Adam described ongoing efforts to simplify vessel specification sections, enable easier updates to reference material without full template revisions, and incorporate feedback from committee members via surveys and direct comments.
- **New Template Development:** Roger reported on the status of ROV, AUV, and USV templates, including beta testing, feedback collection, and alignment of ROC inspection templates, with plans to finalize and release these in 2026, subject to further industry and board input.
- **Practitioner Accreditation Schemes:** The committee discussed the need for experienced practitioner routes for new inspection domains, particularly for ROV, AUV, and USV, due to the lack of established expertise, and outlined plans for examination and training schemes to support accreditation.

7 Online system

Adam provided a run down on the development roadmap for 2026

- 📝 Platform review
- 📝 Inspection app review – PWA good practice
- 📝 Authentication/security project
- 📝 API – draft user survey on requirements shared with committee today

It was asked whether in a future development, could the AVI be able to be sent a copy of the report once operator comments have been added, as currently they can only download a version at upload and do not have the opportunity to review operator comments and/or reply.

Further idea was to provide an automatic sending of summary and findings to vessel management and the vessel upon leaving the vessel/upload. So they can have quick access.

8 Inspector accreditation – AVI scheme

Accredited Vessel Inspector (AVI) Scheme Administration: Sharon and Ellie presented updates on the AVI accreditation process, including application statistics, regional distribution, CPD compliance, and the introduction of new administrative measures such as late fees and digital cards.

- **Application and Accreditation Statistics:** Sharon reported 25 new AVI applications in the previous quarter, with 16 accredited and several others pending or failed, and highlighted regional trends such as increased accreditations in Poland and Asia.
- **CPD and Revalidation Processes:** The committee reviewed the mandatory use of the CPD app, the introduction of guidance videos for applicants, and the expansion of validation and revalidation courses to accommodate increased demand.
- **Late Fee and Suspension Policy:** A new administrative fee of £150 is being proposed by IIMS for late renewals, with the process and rationale explained, and the committee debated the appropriateness of the three-month grace period and the proportionality of the fee.
- **Recognition and Digitalization Initiatives:** New digital badges for five- and ten-year service were announced, along with plans to move to digital inspector cards and update the eCMID website for improved user experience. These were well received.

9 Communications and publicity

The next Festival of Knowledge is taking place on 15 December

10 Objectives and workplan

Future Planning: The group began considering objectives for 2026 and the need to renew the workplan for 2026-2027.

- **Objectives for Next Year:** The committee identified ongoing objectives for the coming year, such as promoting eCMID to young professionals, developing crew preparation guidance, and encouraging next-generation inspector recruitment and mentoring initiatives.

1. Release International Workboat Code of Practice.
2. Release eCMID ROV & AUV Inspection templates
3. Crew preparation guidance
4. Encourage the next generation and promoting the eCMID scheme to the younger professionals.
5. 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.
6. Look into the possibility of holding a webinar with the AVIs, where they can “Ask IMCA”

Industry Collaboration: Discussions are ongoing with other industry bodies, such as OCIMF, to clarify roles, avoid duplication, and ensure mutual recognition where possible.

11 Any other business

Inspection Template and Supplement Clarifications: Jennifer, Kerrie, Roger, and Sujit addressed a query from BSM regarding hybrid supplement questions, clarifying the intent and structure of training-related questions and agreeing to revise the order and wording for greater clarity in future template versions.

- **Hybrid Supplement Question Review:** The committee discussed confusion arising from two similar questions about crew training in the hybrid supplement, concluding that the questions should be reordered and reworded to distinguish between generic and type-specific training, and to clarify expectations for approved courses.

12 Action summary, next meetings and close

Action	Responsible	Target
Update 2.3 committee membership vs live reports slide highlighting the companies who are current IMCA members.	Adam	Q1 2026
Produce a high level statement on budget and profit	Adam	Q1 2026
Produce a summary guide for AVIs	IT & Andy	Development planned 2026
Can a popup be generated before final report is uploaded, to warn if no summary, no findings, & if high findings produced then ensure relevant evidence included	IT	Development planned 2026
Arrange a meeting with the G+ committee to discuss alignment on the inspection template, ensuring matching numbers from both sides.	IMCA secretariat	In progress
Re-establish talks with OCIMF to align eCMID, OVID and G+ templates	Jennifer	Ongoing
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	Development being planned 2026
Committee Membership Data: Update the committee membership slide to show which organizations are audited members as well as committee members for the next meeting.	Adam	Q1 2026
Wind Supplement Bridging Analysis: Commence the bridging analysis to compare G+ inspection questions with CMID and prepare a supplement of missing questions for discussion with G+ committee.	All	Q1 2026
Wind Supplement Data Sharing: Analyse and share data from previous use of the G+ wind inspection (including findings and experience) with the committee to inform supplement development.	Anthony	Q1 2026

Section 5 and 15 Review: Review Sections 5 and 15 of the small boats template and propose improved wording or guidance to better assess SMS system effectiveness, then share recommendations with the committee.	Andy	Q1 2026
Vessel Particulars Data Analysis: Provide statistics at the next meeting on the percentage of times inspectors have to complete vessel particulars, to assess the scale of the issue.	Adam	Q1 2026
Development Roadmap Update: Update the development roadmap document in Teams to include items from today's meeting and share it with the committee.	IT	Q1 2026
Small Craft Operator Representation: Approach Windcat to invite a smaller craft owner/operator to join the committee and	Kerrie	Q1 2026
Lessons Learned from Zero-Finding AVIs: Liaise with Andy to review the five AVIs who had no findings in their reports, investigate for lessons learned, and consider incorporating	IIMS & Andy	Q1 2026
Analytics Hub Data Sharing: Explore ways to better share analytics hub findings with IMCA members and the secretariat, including the possibility of regular communications highlighting	IMCA	Q1 2026
Findings Communication to Vessels: Investigate the feasibility of sending inspection findings directly to the vessel (e.g., master or vessel manager) upon completion of the inspection,	IT	Q1 2026
Review of Guidance Document 167 and Vessel Particulars: Review the circulated Guidance Document 167 and vessel particulars survey, provide feedback, and prepare for	All Committee Members	Q1 2026
Late AVI Renewal: Investigate whether AVIs should still be given three months after the renewal date. Ensure	IIMS	Q1 2026
Hybrid Supplement Question Revision: Revise the hybrid supplement section by switching the order of questions 6 and 7, clarifying wording, and addressing the issue of double	Jennifer & Kerrie	Q1 2026

13 Date and location of next meetings

Objective Setting and Meeting Scheduling: The committee tentatively scheduled quarterly meetings for March, June, September, and December on Monday afternoons.

- 16th March via Teams.
- 22nd June via Teams
- ? September Face to Face Possible options 15th or 21st
- 14th December via Teams

Signed as a true record

Name

Date