

**Minutes** of a meeting of the Association's IMCA Offshore Survey Committee, held on 2nd July 2025 from 9am BST at Global Underwater Hub, Aberdeen and additionally via Teams.

## 1 Site Safety Briefing

SMQ highlighted the onsite safety information for the Global Underwater Hub for those attending the meeting in person.

## 2 Competition law compliance policy

The IMCA Competition Law Compliance Policy was drawn to the attention of all present.

## 3 Welcome and apologies for absence

SMQ welcomed the committee to the meeting, both at Global Underwater Hub and via Teams. Apologies were noted and attendance for the meeting was as follows:

First	Last	Company	Position	02/10/24	10/01/25	17/04/25	02/07/25
Mike	Clark	Subsea 7	Chair	✓ Attended	✓ Attended	✓ Attended	✓ Attended
Dave	Matthews	TechnipFMC	Vice-Chair	✓ Attended	✓ Attended	✓ Attended	✓ Attended
Gordon	Brown	Andrews		✓ Attended	✗ Apologies	✗ Apologies	✓ Attended
John	Chatten	Fugro	SA representative	✓ Attended	✓ Attended	✗ Apologies	✗ Apologies
Tristan	Fleury	Saipem		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Scott	Howden	DOF ASA		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Paul	Mcbride	Fugro		✓ Attended	✗ Apologies	✗ Apologies	✓ Attended
Kate	McCubbin	Oceaneering International		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Julian	Nelson	Oceanscan	C&T representative	✓ Attended	✓ Attended	✗ Apologies	✗ Apologies
Arnold	Niessen	Boskalis		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Michiel	Van de Munt	Allseas		✓ Attended	✓ Attended	✓ Attended	✓ Attended
Simon	Waterfield	Sonardyne		✓ Attended	✓ Attended	✓ Attended	✗ Apologies
Torsten	Marten	UTEC Survey, Inc.		✓ Attended	✓ Attended	✓ Attended	✗ Apologies
Shepard	Smith	XOCEAN Ltd	NA Representative	✓ Attended	✓ Attended	✓ Attended	✗ Apologies
Aaron	Bainbridge	Subsea7	APAC Representative	✓ Attended	✗ Apologies	✓ Attended	✓ Attended
IMCA Representatives							
Roger	Moore	IMCA	Technical Adviser	✓ Attended	✓ Attended	✓ Attended	✗ Apologies
Sara	McQuillan	IMCA	Assistant Technical Adviser	N/A	N/A	✓ Attended	✓ Attended
Additional Attendees							
David	Bloom	IMCA EA BD		N/A	N/A	✗ Apologies	✓ Attended
Peter	Major	UTEC Survey, Inc.	Stand in for Torsten Marten	N/A	N/A	N/A	✓ Attended

## 4 Minutes of the previous meeting

The minutes from the last meeting held on April 17th, 2025 were approved without objections. MC raised that minutes should be recirculated prior to each committee meeting to allow for review by members. SMQ agreed to ensure this would be done in the future.

**Action: RM/SMQ to recirculate the minutes of the previous meeting, in advance of every committee meeting**

## 5 IMCA Updates

### 5.1 Membership

- SMQ gave the current number of active members in IMCA noting that numbers were slightly reduced due to the ongoing process of annual renewals.

### 5.2 Publications

- SMQ explained the latest guidance and governance documentation published since the last committee meeting with all being available on the website.

### 5.3 Committees

SMQ provided a briefing on the IMCA Committees:

- **Ops Committee:** SMQ and MC shared updates from the IMCA Operations Committee highlighting the new IMCA 'People' Committee which will be focused on attracting new talent, diversity, inclusion and future skills requirements.
- **Competence and Training:**
  - The committee has published G014 (Interim approval of Simulator systems for Work and Skills) and R028 (Requirements for IMCA-approval of Class A ROV Simulators) to support members in obtaining IMCA approval of simulator systems.
  - C020 (Competence Management Scheme Accreditation) development is ongoing with trial audits being undertaken.
  - C006 (Guidance on Competence Assurance and Assessment: Subsea Inspection Division) is ongoing.
  - Close to publishing R025 (IMCA Approved Remote ROV Introductory training courses).
- **Environmental Sustainability:** the committee is working on a paper on *'The Role of Marine Contractors in Biodiversity Impact and Nature Positive Developments'*. Offshore Survey Committee members have been requested to submit any projects that may be relevant to support the ES committee.
- **Health, Safety and Security (HSS):**
  - The HSS Committee have published a new Information Note: IN1709: Human and Organisational Performance (HOP). SMQ explained this is an Information Note offering an introduction to HOP including philosophy, principles, challenges and solutions.
  - A new Health and Safety Advisors Logbook is available via the IMCA Website
  - The committee is developing a new document on HSS definitions
- **Diving:**
  - The Diving committee has published D087 (Guidance on the requirements for diving schools) and D026 (Catalogue of National Diving Regulations)
  - The Diving committee will be introducing the EDCA scheme (Experienced Diver Competency Assessment) to facilitate the certification of experienced divers ultimately providing an in-water diver qualification recognised by IMCA.
- **Remote Systems and ROV:** The Committee has published R006 (ROV System Inspection). SMQ explained this was a review of the existing audit document but with a view to aligning the content for use within the IMCA eCMID system.

#### 5.4 IMCA Events:

- SMQ listed the upcoming events, highlighting a new program of webinars to be held by IMCA – ‘Member Webinar’. SMQ explained they are webinars to be given by IMCA personnel providing information to members on how they can best utilise their member benefits. The first webinar will be held on the 10<sup>th</sup> July at 8am(BST) and 4pm(BST)
- SMQ highlighted the IMCA Global Summit where the key topics will include:
  - The impact of AI and emerging technologies
  - Geopolitical dynamics and their implications for our industry
  - New maritime regulations promoting energy efficiency

### 6 Offshore Survey Committee Activity (Non Workgroup)

#### 6.1 Actions from the last meeting

MC reviewed the actions from the last meeting held in April 2025 (Q2):

- Action: Volunteers requested for IOGP downlines document development
  - MC discussed the IOGP document review (IOGP 685 *Survey and Software Recommendations for Vessel downline operations within in-water assets*). MC gave an update that the IOGP Geomatics committee has provided responses to all comments and provided a revised copy of the document. This has been reviewed and a response provided to IOGP to confirm we are satisfied all comments are closed out. SMQ mentioned that the comment responses are available on the committee sharepoint for all to review. This action was closed.
- Action: Review GNSS Denial section in Document S015 – Dave Matthews
  - DM discussed the review he had undertaken of S015. The document, particularly its sections on GNSS error sources, revealed that while some technical explanations are useful, much of the information—especially on scintillation, jamming, and spoofing—is outdated or insufficient. There are few references to recent developments such as deliberate jamming, spoofing, or low Earth orbit satellites, despite these being increasingly relevant issues. High-level guidance in more recent information notes could help update the document, but a substantial revision is needed to bring it up to current standards, in consultation with IOGP. DM and MC agreed that a workgroup would be required to review the document. MC requested that the review email MC had created should be circulated to the committee. MC also highlighted that the IOGP had been involved in the document and therefore should be contacted regarding the IMCA workgroup. SMQ stated that the workgroup start would likely be September 2025. DM offered to chair the workgroup and SMQ requested volunteers for the workgroup.

**Action: Circulate the feedback from DM review of S015 - SMQ**

**Action: Contact the IOGP to initiate engagement for the S015 Workgroup – SMQ**

**Action: Volunteers requested for the S015 Workgroup - All**

- Action: UXO Surveys – members to contribute any existing guidance on the subject for further discussion at the next committee meeting
  - SMQ Mentioned that the folders for submitting documents on UXO remain available on the Sharepoint but the action can close.
- Volunteers requested for document S028 – AUV Audits
- Raise the possibility of IMCA Survey Quality ‘flashes’ (in the style of safety flashes) with Technical Director and HSS - Roger Moore

- This action remains open subject to receiving an example of the content of a safety flash (As per next action)
- Summarise the metrology quality issue for use as a quality flash/lesson learned - Simon Waterfield
  - This action remains open.

## 6.2 OS Committee Work Activity (Non-Workgroup)

- **Change to Committee Membership** – MC Discussed that Ian Ellis has resigned his membership of the Offshore Survey Committee. The committee agreed that an additional member of the committee would be sought from the wider membership. SMQ agreed to establish the process for this and inform the committee but that individuals wishing to join the committee would need to submit their name and a short biography.

**Action: SMQ to investigate the process of adding an additional member to the committee, to inform the existing committee and begin the process.**

## 7 Offshore Survey Committee Work Group Activity

### 7.1 S003 Multibeam Echosounders

GB provided an update on S003 highlighting progress is being made. MC and GB discussed the possibility and suitability of having the guidance published as a new document and retiring the existing S003 document due to the changes made within the document. SMQ will investigate the process of this and feed back to the workgroup. GB will raise this at the next workgroup meeting for discussion and agreement.

### 7.2 S013 Deep Water Acoustics

MC discussed S013 mentioning that it has undergone committee review, however a meeting is due to be held between MC, MVDM (workgroup chair) and SMQ on 10<sup>th</sup> July 2025 to close out some queries on the changes between document revisions.

### 7.3 S019 Subsea Metrology

SH provided updates on the metrology document, highlighting that subject to one technical detail, the document is ready for committee review. SH explained that part of the document revision included standardising the type of accuracies stated (system/sensor/method) and ensuring values stated would be realistically achievable. SMQ is expected to issue the document for review by next week. Due to the length and content of the document, and the time of year, SMQ will set a 6 week review period.

### 7.4 S017 Vessel USBL Systems

MC, MVDM and PM discussed the general application of statistical measures in reporting accuracy including 2DRMS, RMS and CEP. Consideration for providing guidance on the use of these statistical measures will be considered to input to S017 on completion of creating information on accuracy budgets including a worked example. The document remains ongoing.

### 7.5 S028 AUV Audits

SMQ highlighted the request that was sent to the committee, requesting volunteers for a new workgroup to review S028 AUV Audits. The committee discussed whether this document should remain within the Offshore Survey Division, or whether it would be better suited for the Remote Systems and ROV Committee. SMQ will discuss this with the chair of the RS&ROV committee however, volunteers from the Survey division would still be welcome.

**Action: SMQ to discuss the re-assignment of S028 from the Offshore Survey Division to the Remote Systems and ROV Division and feed back to the OS Committee.**

## 7.6 Documents on Hold

The following documents were highlighted as being on hold subject to availability of the committee members

- ◆ LBL Array Planning & Network Adjustments – Not discussed
- ◆ Heavy Lift positioning support for shallow water operations – MC mentioned this workgroup has a terms of reference in place.
- ◆ S025 Guidelines for the shared use of sensors for ROV and survey purposes – SMQ mentioned that an ATA review had been undertaken and feedback sent to OSC Chair. However this document remains on hold.
- ◆ S026 Guidelines on out of straightness survey – SMQ highlighted that an ATA review is still due on this document. DM discussed recent experience relating to OOS for residual curves highlighting that S026 may need to expand its lateral OOS guidance to account this. As this document is not currently under review, DM offered to put together a new technical note on this subject for publishing. SMQ will set up the Technical Note for DM to populate.

**Action: SMQ to set up a new Technical Note for publishing on considerations for residual curves in lateral Out-of-Straightness**

## 8 Any Other Business:

MC highlighted a recent application by Aberdeen University School of Geosciences for funding from the Scottish Government for a new course. The University requested endorsement from the industry in support. This particular application is complete however MC requested that if any of the committee members receive similar requests for endorsements for educational establishments, that they should pass them to the committee so members can offer support.

## 9 Unminuted Safety Discussion

The transcript of the meeting was paused to allow members to discuss any safety related experiences.

## 10 Summary of action items

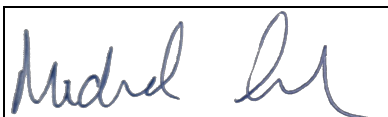
Action	Responsible	Target
Raise the possibility of IMCA Survey Quality ‘flashes’ (in the style of safety flashes) with Technical Director and HSS	RM	01/08/2025
Summarise the metrology quality issue for use as a quality flash/lesson learned	SW	01/08/2025
Recirculate the minutes of the previous meeting, in advance of every committee meeting	RM/SMQ	Prior to Meetings
Circulate the feedback from DM review of S015	SMQ	11/07/2025
Contact the IOGP to initiate engagement for the S015 Workgroup	SMQ	25/07/2025
Volunteers requested for the S015 (Guidelines for GNSS positioning in the oil and gas industry) Workgroup	All	08/08/2025
Investigate the process of adding an additional member to the committee, to inform the existing committee and begin the process	SMQ	11/07/2025

Discuss the re-assignment of S028 from the Offshore Survey Division to the Remote Systems and ROV Division and feed back to the OS Committee.	SMQ	18/07/2025
Set up a new Technical Note for publishing on considerations for residual curves in lateral Out-of-Straightness for DM	SMQ	18/07/2025

## 11 Date and location of next meetings

Proposed dates for meetings in 2025:

- Wednesday 8th Oct 2025, 13:00-16:00 (BST)



Mike Clark

Oct 30, 2025

Signed as a true record

Name

Date