

Minutes of a meeting of the Association's Marine eCMID Committee
held on 11 September 2025 from 10:00 BST at IMCA office, London and 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

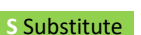
A quick safety talk was provided for those present in the meeting room and then the chair welcomed all members to the meeting, those online and thanked those who had fought the London commute to have the face to face meeting at IMCA HQ. There was a warm welcome to new committee members Andrew Corrie, Darren Law & Anthony Milligan, who all provided a brief introduction of themselves.

2.2 Apologies for absence

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

Name	Company	Dec 2024	Mar 2025	Jun 2025	Sep 2025
Sujit Viswanathan (Chair)	DNV	Attended	Attended	Attended	Attended
Kerrie Forster (Vice-Chair)	Workboat Association	Attended	Apologies	Part-Time	Attended
John Morrison (George Reed)	BP	Apologies	Absent	Attended	Attended
Bo Kiel Jespersen	Ørsted	Attended	Attended	Attended	Attended
Jennifer McCaul	Scottish Power	Apologies	Attended	Attended	Substitute
Kevan Smith	Subsea 7	Attended	Attended	Apologies	Apologies
Vladimir Shuvaev	TechnipFMC	Attended	Attended	Attended	Attended
BL Taylor-Hamilton	Siemens Gamesa Renewables Energy	Attended	Attended	Attended	Attended
Benjamin Graff	Fred Olsen	N/A	Attended	Attended	Attended
Emma Watts	SSE	N/A	Apologies	Part-Time	Attended
Giuseppe Bisceglie	Saipem			Attended	Absent
Mike Schwarz	IIMS/MSA	Attended	Attended	Attended	Attended
Sharon Holland	IIMS/MSA	Attended	Attended	Attended	Attended
Elle Bryant	IIMS/MSA	Attended	Part-Time	Attended	Attended
Andrw Corrie	RWE	N/A	N/A	N/A	Attended
Anthony Milligan	Scottish Power	N/A	N/A	N/A	Attended
Darren Law	TechnipFMC	N/A	N/A	N/A	Attended

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 Goldsmithq	IMCA	Marine Consultant
Adam Hugo	IMCA	Head of IT
Ade Adebanjo	IMCA	IT

Roger Moore
Sara McQuillan
Argiro Bell

IMCA
IMCA
IMCA

Technical Advisor – ROV
Technical Advisor Assistant
Marine Admin

2.3 Committee membership

The committee were thanked for sending in their photos for the webpage. The committee was one of a few committees to have a full house.

Current Committee Composition: The committee reviewed its membership, with some interesting slides which highlighted the breakdown of representatives. Noting a predominance of European companies and a relative lack of supplier representation, with most members coming from energy companies and a few global contractors.

It was agreed that the visualisation was good and that the committee membership vs live reports slide could be further improved by highlighting the companies who are current IMCA members.

Action: Adam

Supplier and Operator Involvement: The challenges in attracting suppliers to the committee was discussed, citing industry-wide constraints and the limited capacity of suppliers to participate. The committee considered reaching out to additional suppliers and workboat owner/operator members to enhance representation.

Global Outreach Initiatives: The group identified the need for more global representation, particularly from the Far East (Japan, Korea), and discussed strategies for engaging potential members from these regions. They also considered the effectiveness of previous attempts to involve North American and regional representatives.

It was agreed to reach out to the Asia-Pacific regional TA for any possible suitable candidates to join the committee.

Action: Jennifer

The discussion included the rationale for inviting Dustin from North America to broaden geographic representation and a suggestion of inviting a Baker Marine representative to fill both a supplier and NA role. Also could a more global representative be identified from within the Marine committee?

Action: Jennifer

Committee Reporting and Information Cascade: It was clarified that committee outcomes are reported to the OPS committee and cascaded to member bodies, ensuring that feedback and changes are communicated globally through regular meetings of committee chairs.

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

G+ good practices: Jennifer confirmed that the G+ good practices had been sent out but the guidance hadn't been reviewed. Jennifer agreed to resend the documents, in order for the committee to read the Safe management of small service vessels and other relevant guidance.

Action: Jennifer & All

Vessel Particulars Simplification: The committee debated the necessity and value of various particulars, agreeing to circulate the current list for a keep/remove vote and to streamline the information required, focusing on essential data and reducing inspector workload.

Action: IT and All

Guidance Note Revisions: Andy proposed reviewing and updating the wording and guidance for Sections 5 and 15 of the small boat inspection templates to better assess the effectiveness of SMS systems, rather than just their existence, and to provide clearer instructions for inspectors.

Action: Andy

Reference and Access Enhancements: Plans were outlined to improve access to referenced documents within templates, including the addition of pop-up extracts and hyperlinks, and to keep references up to date without requiring full template revisions.

Recruitment and Mentoring Initiatives: It was proposed an inspector recruitment and mentoring initiative to address the aging demographic, with suggestions to engage junior officers, maritime colleges, and to promote inspection as a valuable career path.

Training and Competency Development: The committee discussed the importance of operational experience for inspectors, the challenges of training new entrants, and the need for industry education on the distinct roles of surveyors, inspectors, and auditors.

It was suggested that a couple of 2026 Objectives could be around encouraging the next generation and promoting the eCMID scheme to the younger professionals.

Action: 2026 Objectives

Annual Report Dissemination: The annual report was published and distributed via multiple channels, including LinkedIn and the Making Waves newsletter, but the committee noted limited tracking of downloads and discussed ways to ensure the report reaches key stakeholders. It was suggested that the reports should be sent out to all the vessels who have been inspected and all the companies who are registered?

Action: IT

Crew preparation: It was discussed and suggested that a guidance be produced, not for the inspector or vessel operator, but for the vessels crew? The guidance would instruct the crew on how to be prepared before the inspector arrives, in order to make the inspection run smoothly and time efficient.

Action: 2026 Objective

4 Status Report

Adam provided an update on the inspection templates and Policy and procedures

Inspection Growth: Adam reported a 3-4% growth in inspection templates, surpassing 1000 live small vessel inspections and 548 operators with reports. He stated inspection numbers fluctuate by country due to timing and reporting gaps.

Adam confirmed detailed country-level inspection data will be provided in the next meeting's report.

Budget and Surplus Management: The committee reviewed the current budget, noting a surplus that allows for reinvestment in system development, and discussed the importance of justifying expenditures and improvements to stakeholders

Transparency and Communication: There was agreement on the need for a clear, high-level statement about how funds are used, to address potential questions from clients and to maintain trust in the system.

Action: IT

5 Policy and procedures

5.1 Guidance on the IMCA eCMID System

No changes to the published M167 since the last meeting. The draft for the next revision is available for committee to review and Jennifer will circulate. It will include:

- Reorganisation to reflect introduction of new templates (see agenda item 6)
- New ROV and USV guidance and references.
- Publication date not yet set – may launch with selected appendices only.

Action: Jennifer

5.2 IMCA Guidance Document Availability

Adam reported that following regular queries regarding non-member access to the IMCA documents, a plan has been agreed. Plans were outlined to improve access to referenced documents within templates, including the addition of pop-up extracts and hyperlinks, and to keep references up to date without requiring full template revisions. Andy has commenced cross referencing the documents to locate the references and it was suggested that in the future more could be added.

5.3 Quality Assurance report

Report Quality Monitoring: Andy presented data on report completeness and findings, highlighting improvements due to guidance updates but also raising concerns about inspectors with consistently zero or few findings, prompting discussion on potential complacency and the need for periodic independent inspections.

So far Andy has reviewed:

148 reports over 35 months from 28 countries – average 4 per month.

76 eCMID reports

72 eMISW reports

Inspector Evaluation and Feedback: The group debated methods for evaluating inspector performance, including tracking the number and quality of findings, and considered implementing system prompts and additional training for inspectors with recurring issues.

Andy will double check AVIs/ vessel who are recording no findings and will report at the next meeting. If required could IIMS offer further training?

Action: Andy

It was discussed how there are instructions for the inspectors throughout the templates, but not for the Summary box. The summary box should be limited to 4000 characters and be provided with guidance on what the inspectors should include.

Action: Andy & IT

Could a reminder be set up before the final report is uploaded, if:

- no findings have been submitted
- summary not completed
- if a high risk finding is generated, can we prompt to provide more info/photos to support the AVIs decision.

Action: IT

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.

Committee Governance and Oversight: The committee clarified that while specialized content is developed by relevant subcommittees (e.g., MASS, ROV), overall platform governance and oversight remain with the main committee, ensuring consistency and alignment.

Accreditation and Specialist Knowledge: It was emphasized that only inspectors with specific accreditation and specialist knowledge should conduct ROV and ROC inspections, and that the use of general AVIs for these roles would undermine the system's credibility.

6.1 eCMID vessel and small vessel inspections

M189 small vessel inspection issue 7.1 has been released since the last meeting, this version introduces the risk ratings.

G+ template & Possible Wind Supplement: As a reminder and a refresh to the newer members; last year G+ commissioned an inspection template, due to it being reported that the eCMID did not fulfil the renewables need. It has been previously been discussed on whether the current documents, M149 & arguably more importantly M189, do currently cover the requirements of the wind industry, or whether a new Wind Supplement is required?

It is required for a comparison to be made between the G+ inspection template and M189, after which a meeting can be arranged with G+.

Action: Jennifer & All

The Scottish Power advised that they are using the G+ template mainly for the under 500gt and agreed to analyse and share the data.

Action: Anthony

6.2 USV and Vessel Remote Operations Centre

New Template Development: The committee announced the release of draft templates for uncrewed surface vessels (USVs) and remote operations centres (ROCs), inviting feedback and clarifying that these are not yet in use but are available for review and testing. The conversation was had on whether the ROC would be better as an audit rather than an inspection?

M271 – eCMID Uncrewed Surface Vessel (USV) Inspection.

M272 – eCMID Vessel Remote Operations Centre (ROC) Inspection.

IIMS to reestablish contact with Richard Purser to discuss and finalise the requirements for the grandfathering phase for existing AVIs.

Action: IIMS and Richard

6.3 ROV Systems & ROC

ROV and ROC Template Development: Roger reported on the progress of the ROV system inspection template (R006), the establishment of accreditation and examination processes for inspectors, and the alignment of ROC questions with USV requirements.

6.4 Future Expansion

AUV Inspection Template Progress: A working group is adapting the existing ROV inspection template for AUVs, with ongoing categorization of questions and consideration of whether AUV inspections should be a bolt-on supplement.

7 Online system

Adam reported minor system updates, mainly preparing for new template expansion and reference content features. He stated vessel particulars updates for ROVs are in progress, with possible use in other templates.

Conditional question display is on hold, pending further review for the RF template.

Authentication and security upgrades will start soon.

Adam shared plans to explore an API for company access to system data, with a survey to determine requirements.

Adam will circulate the updated Roadmap and budget plan

8 Inspector accreditation – AVI scheme

Application Trends: Applications have been received from 15 different countries, including new applicants from Ukraine and New Zealand. Six re-applications have been processed since the start of the year, indicating ongoing engagement.

Training Video Development: A new training video is being developed with assessor to clarify scheme requirements and improve the quality of future applications.

Digital API Cards: The IT team is working to offer digital AVI cards, following a successful trial on the IIMS side, while still providing the option for physical cards due to high recipient value.

Process Automation: The internal system now sends automated reminders for renewals and allows online payments, reducing manual work and improving efficiency.

Validation Course Management: All non-AVIs must attend a validation course within 12 months of accreditation, and documentation has been updated to reinforce this requirement. Courses are in high demand and fill quickly.

Revalidation Workload: A significant number of five- and ten-year revalidations are being processed, with 81 AVIs due for revalidation by year-end and 46 completing their ten-year revalidation.

International Applications: The scheme has seen increased applications from new regions, and efforts are underway to adapt processes and materials for international participants.

Language and Translation Challenges: Attempts to use automated translation for training materials revealed significant inaccuracies, especially with technical content, leading to the consideration of bilingual trainers and region-specific adaptations.

9 Communications and publicity

Inspector Perception of IMCA: Kerry raised concerns that many inspectors view IMCA primarily as a survey provider rather than a broader industry body, with limited emotional connection to the organization.

Branding and Recognition: The group discussed current practices for recognizing inspectors, such as issuing cards and certificates, and debated the potential for additional branded items or communications to foster a stronger sense of belonging.

Template and Guideline Integration: Vlad highlighted a gap between IMCA guidelines and the inspection templates, noting that most template questions reference IMO requirements rather than IMCA's own guidance, which may affect industry perception.

Community Engagement Initiatives: Suggestions included more frequent webinars, mentorship programs, and regular dialogue meetings to build a stronger inspector community and improve engagement.

Action: 2026 Objective

10 Objectives and workplan

Progress on Strategic Objectives: The team is close to completing the main chapters of the International Workbook Code of Practice, which will inform future inspection process updates.

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

Accreditation and Acceptance: Some oil companies require inspectors to be part of their own pools, leading to double vetting processes and challenges in universal acceptance of IMCA accreditation.

Future Planning: The group began considering objectives for 2026-2027, with plans to allocate significant time in future meetings for this purpose

11 Any other business

Bo shared his thoughts with the committee, on the important key features required for a worldwide safety inspection standard:

- The need for the inspectors to have a know their identity, why they are there and who they are working for.
- Templates should be simplified for a global audience/ global vessels

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	Q4 2025
Can future annual reports be automatically sent out to all vessels and vessel operators involved in scheme	IT/Comms	2026
Crew preparation guidance	All	2026 Objective
Encourage the next generation and promoting the eCMID scheme to the younger professionals.	All	2026 Objective
Produce a high level statement on budget and profit	Adam	Q4 2025
Circulate next revision of M167 for comment	Jennifer	Q4 2025
Hold a lunch & learn session at IMCA to expand internal knowledge of the scheme.	IMCA secretariat	Oct 21 2025
Produce a summary guide for AVIs	IT & Andy	Q4 2025
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	2026
Double check AVIs/ vessel's that are giving no findings	Andy	Q4 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
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	2026 Objective
Look into the possibility of holding a webinar with the AVIs, where they can Ask IMCA...	IMCA Comms	2026 Objective
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	Q4 2025
IIMS to liaise with Richard Purser to discuss the requirements for AVIs	IIMS	Q4 2025
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	Q4 2025
Supplier Engagement: Reach out to suppliers, especially from the Far East (e.g., China, Korea), to seek interest in committee participation or representation. Find N.America rep and investigate Marine committee for possible Global members	Jennifer	Q4 2025
G+ Good Practices Review: Reshare the G+ good practices links with the committee and collect comments from members before the next meeting in December.	Jennifer	Q4 2025
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	Q4 2025
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	Q4 2025
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	Q4 2025
Development Roadmap Update: Update the development roadmap document in Teams to include items from today's meeting and share it with the committee.	IT	Q4 2025
International Workbook Code Practice Completion: Complete the remaining five or six chapters of the International Workbook Code Practice and circulate the draft to the group for review after the next meeting.	Int. Workboat Code WG & Jennifer	Q4 2025
Committee Chair Succession: Clarify governance regarding eligibility for committee chair position and communicate the outcome to the group by the next meeting in December.	IMCA	Q4 2025

Meeting Date Conflict Check: Check for potential scheduling conflicts between the next meeting date (11th December) and the Marine Safety Forum events, and update the group accordingly.

Jennifer

Q4 2025

13 Date and location of next meetings

- 11 December via Teams.

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Signed as a true record

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Name

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Date