

Extension of Diving Contractor Membership to an Affiliate in Another Region

IMCA is a leading trade association representing the vast majority of contractors and the associated supply chain in the offshore marine construction industry worldwide. As an IMCA member applying to extend your membership, you are required to confirm that you predominately operate in the offshore sector of diving. In addition, we will require details of your assets and administration structure for the region in which you wish to extend membership. IMCA will not extend membership to organisations that do not have any assets or an operational presence in the region.

Applications for the extension of an existing Diving Contractor membership into an additional region are handled as affiliate membership applications. IMCA will only accept applications for affiliate membership in additional regions from members where the majority shareholding in the affiliate company (51% or more) is held by the member company. Affiliate membership is charged at a reduced rate with the basic fee being waived and only the divisional fee being applicable. In order to process an application, we will require the details for the legal entity together with the region applied for.

An online application form for the additional region will be required: www.imca-int.com/membership/join/. This online application form should be for the legal entity within the additional region. Once this application is received, an invoice for the application fee will be issued to you. A review of any documents received will not begin until this application fee is received.

Upon receipt of the application fee and the documentation requested in Table 1 below, a review of the documents will be undertaken and, should it meet with our requirements, the following will occur:

- ◆ Your application for the additional region will be subject to due diligence checks by the secretariat. Once these checks have been undertaken, the application will be sent for Management Review.
- ◆ After Management Review, the application for the additional region will be sent to the IMCA Operations Committee for approval – this is a standard 2-week process.
- ◆ At the end of the 2-week approval process, should no further comment be received, an invoice will be issued for membership in the additional region.
- ◆ Once payment is received for the outstanding annual membership fees for the region/s applied for, your company will receive its membership certificate for the additional region.

In the meantime, should you have any further questions with regards to this matter please feel free to contact our membership department membership@imca-int.com.

Table 1 below provides details of the documents that will be required for review in order to progress your application for extension of Diving Contractor membership into an additional region.

All the documentation listed in Table 1 – Documentation to be submitted by the applicant diving company, must be sent by the applicant. Incomplete applications will be rejected and returned to the applicant diving company. The documentation should be appropriate for the type of diving undertaken and needs to be the applicant company's own. Only provide the material requested in Table 1 – Documentation to be submitted by the applicant diving company. The provision of poorly targeted or irrelevant material will delay completion of the audit.

IMCA store terms and conditions (<https://www.imca-int.com/legal-notices/terms/>) apply to all downloads from IMCA's website, including this document.

IMCA makes every effort to ensure the accuracy and reliability of the data contained in the documents it publishes, but IMCA shall not be liable for any guidance and/or recommendation and/or statement herein contained. The information contained in this document does not fulfil or replace any individual's or Member's legal, regulatory or other duties or obligations in respect of their operations. Individuals and Members remain solely responsible for the safe, lawful and proper conduct of their operations.

Concluding Remarks

For the avoidance of any doubt, the purpose of this procedure is to ascertain whether an applicant company has the ability to meet the acceptance criteria for additional regional membership.

IMCA will try to ensure that its timelines for regional assessments are appropriate and consistent with what we believe can reasonably be achieved. We do not wish to raise unrealistic expectations with respect to application processing times.

- 1) Criteria for IMCA membership should be transparent, proportionate, non-discriminatory and based on objective standards.

The criteria for the extension are that the applicant diving contractor should:

- ◆ demonstrate that the contractor has the ability to undertake offshore diving activities in accordance with the IMCA International Code of Practice for Offshore Diving (IMCA D 014) and associated documentation which describes global good practice for offshore diving for the region applied for. The applicant should provide an explanation for how they:
 - select and monitor personnel;
 - control their offshore operations;
 - deal with medical/safety issues.
- ◆ demonstrate the ability to operate and maintain diving systems within the proposed area of operation.
- ◆ have a current emergency procedure manual for the type of operations undertaken adapted for the region if required;
- ◆ have a set of current operations manuals and procedures for the type of operations undertaken. For saturation diving applications this must include procedures for hyperbaric evacuation;
- ◆ ensure that all diving and supervisory personnel engaged in offshore diving work are qualified in accordance with [IMCA D 014](#).

With the desktop review having been successfully completed, IMCA reserves the right to undertake a formal visit to the applicant.

If an on-site audit is to be undertaken:

- ◆ the reasons behind IMCA's decision to undertake an onsite audit will be discussed with the applicant diving contractor;
- ◆ a date will be agreed and the scope of the audit will be provided;
- ◆ the auditor will visit the applicant and provide a written report to the IMCA Secretariat on his findings.

Following the audit, the IMCA secretariat will then provide feedback to the applicant as follows:

- ◆ that the on-site audit has confirmed that the applicant is able to comply with the Acceptance Criteria and can progress;
- ◆ that the on-site audit has confirmed that the applicant diving contractor appears able to comply with the acceptance criteria, but that suitable offshore operational experience is yet to be gained to fully demonstrate this capability in respect to the offshore project aspects of Section 3 in Appendix 1: *Acceptance Criteria*. The applicant diving contractor will therefore move forward on the basis of a temporary membership award;
- ◆ that the on-site audit has identified issues which indicate that the applicant does not demonstrate the ability to comply with the acceptance criteria sufficiently to proceed further. The application will fail at this point in time and no re-application for Diving contractor membership will be accepted for a period of six months from the date on which the applicant was informed of their failure to meet the criteria.

Liability insurance fulfils two purposes:

- 1) to protect the insured company and its personnel in the event of a successful claim following an incident; and
- 2) to provide compensation to an injured person or his family in the event of an incident as a result of failures by the insured company and its personnel.

IMCA encourages its Members to purchase adequate insurance cover and to hold the following three different liability policies (as a minimum):

- ◆ Employers liability insurance;
- ◆ Public liability insurance;
- ◆ Medical health insurance to provide for injured parties' immediate needs; possible medical evacuation; together with any potential long term aftercare.

The amount of cover (limit of liability) should be suitable and sufficient for the company, the nature of its operations and the areas the company operates in. It is not therefore possible for IMCA to issue specific guidance on the level or nature of cover that is appropriate.

IMCA advises all members to take appropriate insurance advice from a specialist insurance broker and/or law firm. Whilst IMCA encourages all members to purchase adequate insurance it is not able to provide specific advice and does not check insurance policy wordings in order to verify their adequacy.

[Form of letter to be printed on Applicant’s letterhead and signed by a director of the Applicant]

Attn: IMCA

Dear Sirs,

As a director of [*insert company name*] (the “Company”), I hereby confirm that:

- (1) the Company has obtained professional advice from an insurance broker and consider that the insurance purchased by the Company is appropriate;
- (2) I will regularly review the level of cover to ensure that it remains appropriate; and
- (3) the Company will maintain adequate insurance cover throughout the duration of its membership of IMCA.

Yours faithfully,

Director

Table 1 – Documentation to be submitted by the applicant diving company

	Required Contents	Notes
1.1	Completed online application form detailing the additional regions required and submitting documents for. Details on the Legal Entity within this region will be required.	
1.2	Details of the regional office and base support facility. IMCA need to ensure that you have suitable infrastructure within the new region to support your offshore operations.	
1.3	Confirmation that the diving personnel employed in the new region comply with the requirements of IMCA D 01/18 .	
1.4	<p>Directors Insurance Declaration</p> <p><i>A declaration signed by a director of the applicant company confirming:</i></p> <p>(1) <i>that they have obtained professional advice from an insurance broker and consider that the insurance purchased by the applicant company is appropriate.</i></p> <p>(2) <i>that they will regularly review the level of cover to ensure that it remains appropriate; and</i></p> <p>(3) <i>they will maintain adequate insurance cover throughout their membership of IMCA.</i></p> <p>Note</p> <ul style="list-style-type: none"> ◆ <i>Appendix 4 IMCA Guidance on Insurance contains additional guidance on the subject.</i> ◆ <i>Appendix 5 Director’s Insurance Declaration Form may be used by a director of the applicant company for the purpose of satisfying this requirement.</i> 	
1.5	Confirmation that you will be operating in accordance with your current standards and procedures and in line with the applicable IMCA guidance.	
1.6	Confirmation that you have suitable plant and equipment to support your operations and that it is maintained in accordance with IMCA D 018 – Code of practice on the initial and periodic examination, testing and certification of diving plant and equipment.	
1.7	Details of your emergency medical support arrangements in the proposed area/s of operations.	
1.8	Confirmation that you will be using your current diving and emergency manuals, and these have been updated to encompass the latest IMCA guidance and to cover your diving operations in your proposed new region. These should encompass details of any relevant local legislation.	

1.9	Should you be applying to extend saturation diving membership, we require details of your hyperbaric evacuation procedures for the region you intend to operate in.	
1.10	Details of the key management personnel who will be operating on your behalf in the region including an organisational chart.	
1.11	Provide the contact details of your nominated IMCA representative within the region.	

For more information, please contact Bryan.McGlinchy@imca-int.com.