

# IMCA Experienced Practitioner Accredited Diving System Inspector (EP ADSI) Scheme – Nomination of Candidates

## 1 Background

IMCA is in the process of developing an IMCA Accredited Diving System Inspector (ADSI) scheme (see IMCA Information Note 1565 for details).

In order to facilitate the launch of the IMCA ADSI certification scheme in 2022, and for a limited time, the Association is introducing a route to certification as an IMCA ADSI for existing experienced DESIGN auditors. This route to accreditation requires candidates to enter and follow the Experienced Practitioner Accredited Diving System Inspector (EP ADSI) scheme as set out in this information note.

When the IMCA ADSI certification scheme opens next year, Trainee Diving System Inspectors (TDSI) enrolled on the scheme will be required to complete field training and experience requirements at trainee level by conducting DESIGN audits under the supervision of existing experienced and competent DESIGN auditors.

It is therefore necessary for industry to identify a core group of experienced DESIGN audit practitioners working in every IMCA region, and put them through an appropriate process (the EP ADSI scheme) leading to accreditation as an IMCA ADSI, before the IMCA ADSI scheme proper is launched next year.

Put simply, to begin running the ADSI scheme IMCA must first-of-all have a sufficient number of certified IMCA ADSIs already in place. These diving system inspectors will have followed the EP ADSI scheme route to certification as an IMCA ADSI, and it is they who will be considered by IMCA to have the competence to act as supervisors of the TDSIs during their periods of field training.

This information note is intended to:

- set out the requirements of the IMCA EP ADSI scheme; and
- collect nominations for known, respected, and experienced DESIGN audit practitioners to be considered for entry into the EP ADSI scheme.

## 2 Requirements of the IMCA EP ADSI Scheme

The scheme will have two categories of accreditation.

- An inspector of surface orientated diving systems against the requirements of IMCA D 018 – *Code of practice for the initial and periodic examination, testing and certification of diving plant and equipment* – and IMCA's surface orientated diving DESIGN documents.
- An inspector of saturation diving systems against the requirements of IMCA D 018 and IMCA's saturation diving DESIGN documents.

Please note that anyone seeking certification as an ADSI for saturation diving systems will need to have already passed an IMCA ADSI examination for surface diving systems.

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In order to be certified as an ADSI via the EP ADSI scheme route, an experienced practitioner candidate must:

- 1 Be nominated and then sponsored by a member company of one of the following organisations:
  - IMCA Diving Division
  - Association of Diving Contractors International (ADCI)
  - G+ Offshore Wind Health and Safety Association
  - International Association of Oil and Gas Producers (IOGP).
- 2 Fulfil the entry criteria and evidence requirements of the EP ADSI scheme (see Appendix 1).
- 3 For each category of accreditation, submit for consideration by the EP ADSI Scheme Panel a minimum of four examples of DESIGN audit reports prepared in whole or in part by the experienced practitioner candidate within the last five years. At least one DESIGN audit must have been completed within the past 12 months. Note: permission for submission of DESIGN reports must always be obtained from the relevant audit owner prior to submission.
  - Candidates seeking accreditation as a surface orientated diving IMCA ADSI must submit at least three IMCA D 023 DESIGN audit reports
  - Candidates seeking accreditation as a saturation diving IMCA ADSI must submit at least three IMCA D 024 DESIGN audit reports.
  - Where example DESIGN audit reports have only been prepared in part by the experienced practitioner candidate (for example, because the candidate was one of a team of DESIGN auditors), it must be made clear to the EP ADSI Scheme Panel exactly which parts of the report were conducted and recorded by the experienced practitioner candidate.
  - Example reports which do not collectively demonstrate the EP practitioner candidate's ability to complete all sections of an IMCA D 023 DESIGN audit report may not be considered as sufficient evidence for the granting of approval to sit the surface orientated diving systems IMCA ADSI examination.
  - Example reports which do not collectively demonstrate the EP practitioner candidate's ability to complete all sections of an IMCA D 024 DESIGN audit report may not be considered as sufficient evidence for the granting of approval to sit the saturation diving systems IMCA ADSI examination.
- 4 Following a review of the documentation submitted, be approved by the EP ADSI Scheme Panel to sit the relevant IMCA Accredited Diving System Inspector examination(s).
- 5 Pass the relevant IMCA Accredited Diving System Inspector examination. Note: the IMCA ADSI examinations will be 'open book' examinations.

The route to accreditation as an IMCA ADSI via the EP ADSI scheme is shown graphically in Appendix 2.

### **3 Nomination of Individuals for Entry into the EP ADSI Scheme**

IMCA Diving Division Member companies and member companies of the Associations listed in section 2, point 1 above, are invited to nominate known, respected, and experienced DESIGN audit practitioners who have consistently undertaken high quality IMCA D 023 and/or D 024 DESIGN audits for them, or for their clients, to be considered for entry by IMCA into the IMCA EP ADSI scheme.

#### **Notes**

- Those nominated will need to have undertaken DESIGN audits during the past 12 months, i.e. they will need to have been active as DESIGN auditors during that period.
- Before nominating an individual to be considered for entry by IMCA into the IMCA EP ADSI scheme, company representatives are advised to:
  - consult with their intended nominee(s); and

- use the checklist for the nomination of an individual to enter the IMCA EP ADSI scheme (included as Appendix 3) to satisfy themselves that their intended nominee(s) can meet the EP ADSI scheme entry criteria and evidence requirements.
- To nominate an individual for entry into the EP ADSI scheme, enter the nominee's name and contact details onto the associated form and submit it to [ac@imca-int.com](mailto:ac@imca-int.com). Be sure to obtain permission from the nominated individual(s) before doing so.
- Nominations for experienced DESIGN audit practitioners to be considered for entry into the IMCA EP ADSI Scheme will close on **30 September 2021**.
- IMCA will send nominated individuals an EP ADSI scheme information pack and application form to help candidates prepare and submit a suitable application.
- Applications from nominated candidates for entry into the IMCA EP ADSI scheme will close on **31 December 2021**.
- Those who are, in due course, successfully certified as ADSIs via the EP ADSI scheme route will become members of the IMCA ADSI scheme when it is launched. They will be expected to observe all provisions of the IMCA ADSI scheme once it is operating.

IMCA is very grateful for members' assistance with this important initiative.

For more information, please contact [Bill.Chilton@imca-int.com](mailto:Bill.Chilton@imca-int.com)

## IMCA Experienced Practitioner ADSI Scheme – Entry Criteria and Evidence Requirements

An “IMCA Experienced Practitioner Accredited Diving System Inspector (EP ADSI) Scheme Candidate” is a person actively involved in planning, executing, interpreting and reporting the results of an IMCA DESIGN inspection.

### Minimum Discipline Requirements

Candidates nominated to enter the EP ADSI Scheme and sit one or more IMCA Accredited Diving System Inspector examination must be:

- one of
- 1 a Dive Technician who meets the IMCA C 003 criteria for a Senior Dive Technician<sup>1</sup> (ref. IMCA D 001; IMCA C 003)
  - 2 a certified IMCA Diving Supervisor with demonstrable technical competence acceptable to the ADSI Scheme panel (ref. IMCA C 003)
  - 3 a Life Support Supervisor with demonstrable technical competence acceptable to the ADSI Scheme panel (ref. IMCA C 003)
  - 4 A person holding a technical degree/HNC/HND or equivalent with demonstrable knowledge of the offshore diving industry acceptable to the ADSI Scheme panel.

and must have completed:

- 1 Quality awareness training, e.g. ISO 19011 - *Guidelines for auditing management systems*; or
- 2 Certification as an accredited auditor by a certification body acceptable to the ADSI Scheme Panel, e.g. IRCA, BSi, etc.

and must have completed:

- Diving Industry DESIGN Auditing and Assurance Training.<sup>2</sup>

### Experience and Knowledge

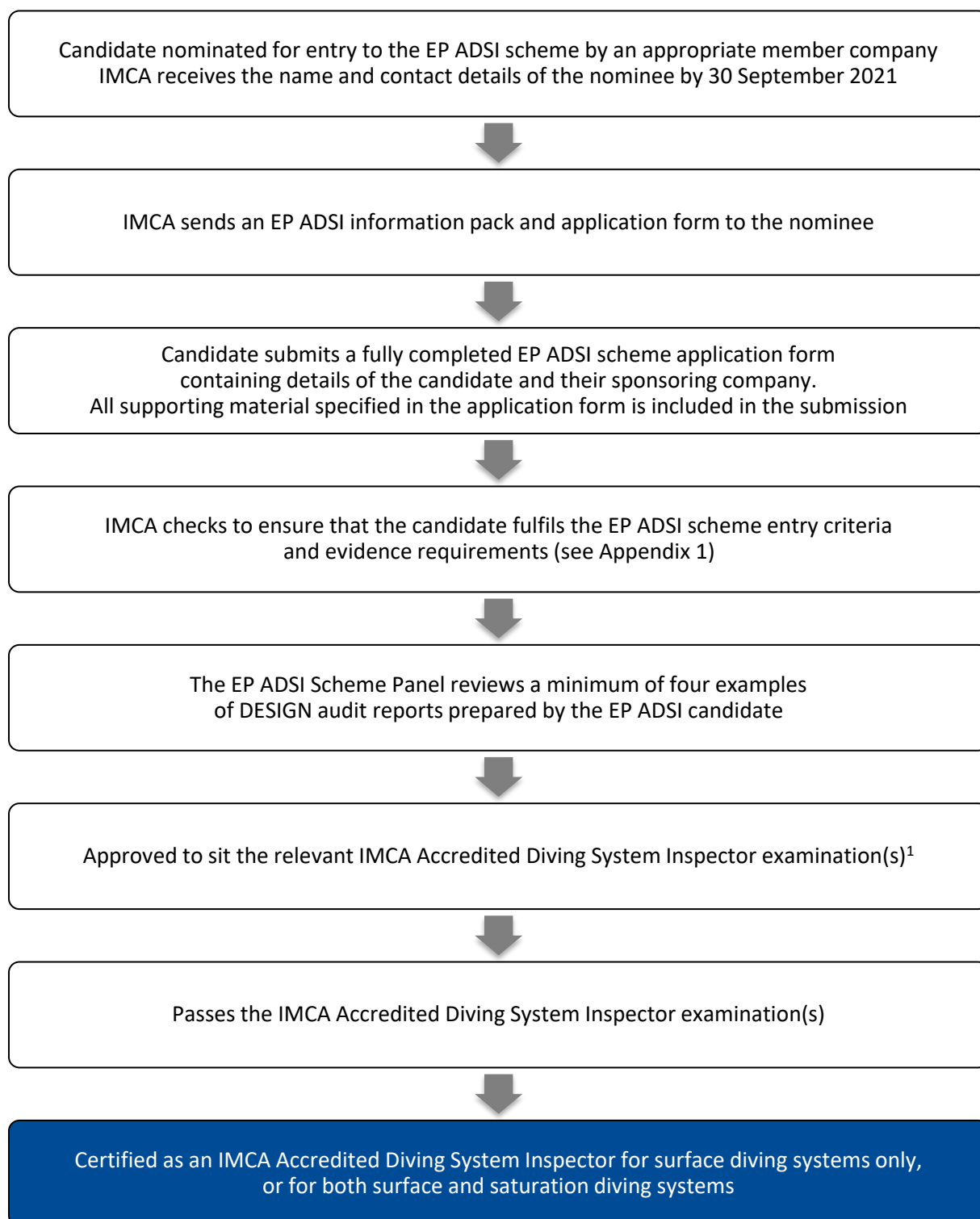
A candidate is expected to have appropriate demonstrable technical competence for the type of diving system to be inspected (surface or saturation) and to have undergone formal training in auditing techniques (see above). They should also:

- have previous experience of planning and conducting diving system DESIGN audits
- have a comprehensive knowledge and understanding of diving operations and diving systems, including:
  - diving techniques and practices
  - examinations and tests relevant to diving systems and the equipment to be tested
  - the specific type of diving system and equipment to be audited.
- have full access to all current IMCA documentation including:
  - Guidance documents
  - Safety flashes
  - Technical information notes.
- meet the competence requirements of IMCA P01 – *Dive System Auditor (DESIGN)*, as set out in information note 1170 (IMCA D 07/13).

<sup>1</sup> Although that person may not currently be working as a Senior Dive Technician.

<sup>2</sup> Persons who have developed and/or taught diving industry DESIGN Auditing and Assurance Training courses may be considered to have completed such a training course for the purposes of meeting the entry criteria of the IMCA EP ADSI Scheme.

## IMCA Experienced Practitioner Accredited Diving System Inspector Scheme Process



1 All IMCA examinations are taken at professional invigilation centres using online examination systems. An examination fee will be levied for each examination taken. The ADSI examinations are open-book.

## Checklist for Nomination of an Individual to enter the IMCA Experienced Practitioner Accredited Diving System Inspector (EP ADSI) Scheme

Entry Criteria	Evidence Check	Y/N
<b>Minimum Discipline Requirements</b>		
1	To be eligible for entry to the IMCA EP ADSI scheme, an individual must be a Dive Technician, IMCA certified Diving Supervisor, Life Support Supervisor, or a person holding a technical degree/HNC/HND or equivalent with demonstrable knowledge of the offshore diving industry.	
Dive Technician	a) Documented evidence the individual to be nominated meets the criteria for a Senior Dive Technician, although they may not currently be working as a Senior Dive Technician (ref. IMCA D 001; IMCA C 003).	
IMCA certified Diving Supervisor	a) Copy of IMCA Diving Supervisor certificate.	
	b) Documented evidence of demonstrable technical competence likely to be acceptable to the ADSI Scheme panel (ref. IMCA C 003).	
Life Support Supervisor	Documented evidence of demonstrable technical competence likely to be acceptable to the ADSI Scheme panel (ref. IMCA C 003).	
Person holding a technical degree/HNC/HND or equivalent	a) Copy of technical degree/HNC/HND or equivalent certificate.	
	b) Documented evidence of demonstrable knowledge of the offshore diving industry likely to be acceptable to the ADSI Scheme panel.	
2	Has completed an audit process training course such as ISO 19011 or similar; or Has certification as an accredited auditor by a certification body acceptable to the ADSI Scheme panel	
a) Has completed an audit process training course	Copy of certificate confirming an audit training process course such as ISO 19011 or similar has been attended and passed	
b) Has certification as an accredited auditor	Copy of certificate confirming certification as an accredited auditor by a certification body acceptable to the ADSI Scheme panel e.g., IRCA, BSi, etc.	
3	Has completed a diving industry DESIGN auditing and assurance training course	
	Copy of certificate confirming IMCA approved DESIGN auditing and assurance training course has been attended and passed.	

Entry Criteria	Evidence Check	Y/N
<b>Experience and Knowledge</b>		
Has previous experience of planning and conducting diving system DESIGN audits.	Documented evidence of planning and conducting diving system DESIGN audits, including:	
	<ul style="list-style-type: none"> <li>For each category of accreditation, the individual to be nominated can provide a minimum of four examples of DESIGN audit reports prepared in whole or in part by the experienced practitioner candidate within the past five years.</li> </ul>	
	<ul style="list-style-type: none"> <li>For each category of accreditation, the individual to be nominated can provide at least one example DESIGN audit that has been completed within the past 12 months.</li> </ul>	
	<ul style="list-style-type: none"> <li>The individual to be nominated can provide at least three examples of IMCA D 023 DESIGN audit reports completed within the past five years.</li> </ul>	
<ul style="list-style-type: none"> <li>The individual to be nominated can provide at least three examples of IMCA D 024 DESIGN audit reports completed within the past five years.</li> </ul>		
Has a comprehensive knowledge and understanding of diving operations and diving systems	Documented evidence that the individual to be nominated has comprehensive knowledge and understanding of the offshore diving industry acceptable to the nominating company.	
Has full access to all current IMCA documentation.	A documented explanation of the means whereby the individual to be nominated can access all current IMCA documentation (including guidance documents, safety flashes, and technical information notes).	
Has met the competence requirements set out in <i>P01 - Dive System Auditor (DESIGN)</i> .	Verified documentation providing evidence that the individual to be nominated has met the competence requirements set out in <i>PO1 – Dive System Auditor (DESIGN)</i> (information note IMCA D 07/13).	
Proceed with nomination?	Following a review of this checklist the individual should be nominated to enter the IMCA Experienced Practitioner Accredited Diving System Inspector (EP ADSI) Scheme.	