

## Procedure for Obtaining IMCA Diving Contractor Membership for an Affiliate Company

This Information Note supersedes Information Note 1529 (originally IMCA D 28/20) *Extension of Diving Contractor Membership to an Affiliate in Another Region*, which is withdrawn.

### 1 Introduction

An Affiliate Member of IMCA is an entity that owns, is owned by, or is under the same common ownership as an IMCA Member. IMCA Diving Contractor Members sometimes find it beneficial to establish affiliate companies located outside of the country where the Diving Division Member company has its base.

Affiliate Membership is available to affiliate companies of current IMCA Members that would like to:

- obtain IMCA Membership for an affiliate company based outside the Members' home country or region (extra-national);
- obtain IMCA Membership for an affiliate company based within the Members' home country (intra-national);
- apply for an additional category of membership.

Applications for Affiliate Membership are handled in the normal way using IMCA's standard online Membership application form, but there is an additional process for affiliate companies seeking IMCA Diving Contractor Membership.

Affiliate Membership is charged at a reduced rate with the standard online Membership application fee and the basic Membership fee being waived, and only the divisional fee being applicable should the application be successful.

This Information Note is intended to set out the procedures to be followed by an existing Diving Division Contractor Member seeking to obtain Affiliate IMCA Diving Contractor Membership for one or more affiliate companies, either based outside the Member's home country or region (extra-national) or based within the Members' home country (intra-national).

Henceforward, this document will refer to such IMCA Diving Contractor Members as 'Existing Members'.

### 2 Obtaining IMCA Diving Contractor Membership for Extra-National Affiliate Companies

An Existing Member seeking Affiliate IMCA Diving Contractor Membership for an extra-national affiliate company will need to complete the following process.

1. Submit a standard IMCA Membership online application for Affiliate Membership in the name of the extra-national affiliate company. See [Apply for Membership – IMCA \(imca-int.com\)](https://www.imca-int.com/apply-for-membership) for details.
2. Prepare a declaration confirming that:
  - a) the extra-national affiliate company has obtained professional advice from an insurance broker and that the insurance purchased by the company is considered appropriate;

---

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.

- b) the extra-national affiliate company will regularly review the level of cover to ensure that it remains appropriate; and
- c) the extra-national affiliate company will maintain adequate insurance cover throughout the duration of its membership of IMCA.

*Note:*

*Appendix 1 provides guidance on insurance from IMCA.*

*Appendix 2 is a Director's Insurance Declaration Form that may be used for the purpose of satisfying this requirement.*

The above declaration must be signed by a director of the Existing Member company and sent to [membership@imca-int.com](mailto:membership@imca-int.com) in electronic format.

3. Submit a Letter of Confirmations to IMCA satisfying the requirements set out in Appendix 3, Table 1. The template letter included in Appendix 3 may be used for this purpose. The letter must be signed by a director of the Existing Member company and sent as a PDF document to [membership@imca-int.com](mailto:membership@imca-int.com).
4. Provide IMCA with copies of the supporting documentation listed in Appendix 4, Table 2. The supporting documentation must be sent to [membership@imca-int.com](mailto:membership@imca-int.com) in electronic format.

Upon receipt of the above material, IMCA will issue a desktop audit invoice (see Appendix 5 for details). Upon receipt of payment IMCA will then undertake a series of administrative and technical reviews. IMCA will not begin considering the submitted material until the required desktop audit fee has been received. Incomplete submissions will be rejected. Only the specific material requested should be provided. The provision of poorly targeted or irrelevant material will delay completion of the process.

Timescales for the completion of Affiliate Membership desktop audits will vary depending on the IMCA secretariat's workload at the time when payment of the desktop audit invoice is received. Processing times can be up to two or three months.

During the course of the administrative and technical reviews:

- the standard IMCA Membership online application for Affiliate Membership in the name of the extra-national affiliate company will be subject to due diligence checks by the secretariat;
- the Director's Insurance Declaration (Appendix 2) signed by a director of the Existing Member company will be reviewed;
- the Letter of Confirmations (Appendix 3) signed by a director of the Existing Member company will be reviewed;
- the Supporting Documentation (Appendix 4) will be reviewed for adequacy and completeness.

Once the full desktop audit has been successfully completed, IMCA reserves the right to undertake a formal onsite audit of the extra-national affiliate company should it consider this appropriate. If an on-site audit is to be undertaken:

- the reasons behind IMCA's decision to undertake an on-site audit will be discussed with the extra-national affiliate company;
- a date will be agreed and the scope of the audit will be provided;
- the auditor(s) will visit the extra-national affiliate company and provide a written report to the IMCA Secretariat of their findings.

On successful completion of the above process, a recommendation will be made for the IMCA Operations Committee to consider the extra-national affiliate company for approval as an Affiliate IMCA Diving Contractor Member – this is a standard 2-week process. No commercially sensitive information will be distributed to the Operations Committee.

If the Operations Committee gives its approval, an invoice (pro-rated from the month of approval) for IMCA Diving Contractor Membership will be issued to the extra-national affiliate company. As noted previously, Affiliate

Membership is charged at a reduced rate with the basic fee being waived and only the divisional fee being applicable.

Once payment is received, the affiliate company will receive its Membership certificate.

### 3 Obtaining IMCA Diving Contractor Membership for Intra-National Affiliate Companies

Very occasionally, Existing Members seek Affiliate IMCA Diving Contractor Membership for an affiliate company based within the same country. In such circumstances both the Existing Member and its affiliate company will be operating under the same national regulatory regime, should have excellent communications with one-another, and therefore the affiliate company should have no difficulties operating fully in accordance with the Existing Member's business management systems.

An Existing Member seeking Affiliate IMCA Diving Contractor Membership for an intra-national affiliate company will need to complete the following process.

1. Submit a standard IMCA Membership online application for Affiliate Membership in the name of the intra-national affiliate company. See [Apply for Membership – IMCA \(imca-int.com\)](#) for details.
2. Prepare a declaration confirming that:
  - a) the intra-national affiliate company has obtained professional advice from an insurance broker and that the insurance purchased by the company is considered appropriate;
  - b) the intra-national affiliate company will regularly review the level of cover to ensure that it remains appropriate; and
  - c) the intra-national affiliate company will maintain adequate insurance cover throughout the duration of its membership of IMCA.

*Note:*

*Appendix 1 provides guidance on insurance from IMCA.*

*Appendix 2 is a Director's Insurance Declaration Form that may be used for the purpose of satisfying this requirement.*

The above declaration must be signed by a director of the Existing Member company and sent to [membership@imca-int.com](mailto:membership@imca-int.com) in electronic format.

3. Submit a Letter of Confirmations to IMCA satisfying the requirements set out in Appendix 3, Table 1. The template letter included in Appendix 3 may be used for this purpose. The letter must be signed by a director of the Existing Member company and sent as a PDF document to [membership@imca-int.com](mailto:membership@imca-int.com).

**Note:** Intra-national Affiliate Membership is not charged a Membership fee. The standard online Membership application, the basic Membership and the divisional fees are waived. In addition, IMCA will not charge a desktop audit fee for intra-national Affiliate Diving Contractor Membership.

Upon receipt, IMCA will review the above material. Timescales for the completion of Affiliate Membership desktop audits will vary depending on the IMCA secretariat's workload at the time. Processing times can be up to two or three months.

During the course of the review:

- the standard IMCA Membership online application for Affiliate Membership in the name of the intra-national affiliate company will be subject to due diligence checks by the secretariat;
- the Director's Insurance Declaration (Appendix 2) signed by a director of the Existing Member company will be reviewed;
- the Letter of Confirmations (Appendix 3) signed by a director of the Existing Member company will be reviewed.

On successful completion of the above process a recommendation will be made to IMCA management for approval of the intra-national affiliate company as an Affiliate IMCA Diving Contractor Member.

If approval is received, a certificate of Membership will be issued to the intra-national affiliate company.

For any additional information on the matters covered in this Information Note, please contact [membership@imca-int.com](mailto:membership@imca-int.com).

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 declaration to signed by a director of the Existing Member company.]

Attn: IMCA

Dear Sirs,

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

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

Yours faithfully,

[Signed]

[Full Name]

[Director]

[Company Stamp]

### Appendix 3 – Affiliate Diving Contractor Membership – Letter of Confirmations

An Existing Member seeking Affiliate IMCA Diving Contractor Membership for an affiliate company must submit a letter to IMCA containing written confirmation that the company will:

Table 1		Criterion met ✓ ✖
a)	Ensure its dive team personnel meet the certification requirements set out in the current IMCA Information Note entitled <i>Diver and Diving Supervisor Certification</i> .	
b)	Provide suitable and sufficient plant and equipment to support its diving projects.	
c)	Establish a system of planned maintenance and use the PMS to maintain the company's diving plant and equipment in accordance with IMCA D 018 <i>Code of practice on the initial and periodic examination, testing and certification of diving plant and equipment</i> .	
d)	Work in accordance with the Existing Member's current standard operating procedures (SOP), including those contained in the Existing Member company's Diving and Emergency Manuals, insofar as it is appropriate to do so in the operating areas of the extra-national affiliate company.*	
e)	Adopt, as a minimum standard, the technical guidelines (published documents, Information Notes and other materials) produced by IMCA's Diving Division.	

\* *IMCA recognises that the Existing Member's standard operating procedures may need to be adapted and amended somewhat by the management of the affiliate company to take account of any relevant national regulatory requirements and the nature of the local marine working environment.*

The letter must be signed by a director of the Existing Member company and sent as a PDF document to:

[membership@imca-int.com](mailto:membership@imca-int.com).

**Note:** The template letter overleaf may be used for the purpose of satisfying this requirement.

[Form of letter to IMCA satisfying the requirements set out in Appendix 3, Table 1 – signed by a director of the Existing Member company.]

Attention: IMCA Membership

Dear Sirs,

As a director of [enter Existing Member company name], I hereby confirm that our affiliate company [enter company name] (the “Affiliate Company”) will:

- a) ensure its dive team personnel meet the certification requirements set out in the current IMCA Information Note entitled *Diver and Diving Supervisor Certification*;
- b) provide suitable and sufficient plant and equipment to support its diving projects;
- c) establish a system of planned maintenance and use the PMS to maintain the company’s diving plant and equipment in accordance with IMCA D 018 *Code of practice on the initial and periodic examination, testing and certification of diving plant and equipment*;
- d) work in accordance with the current standard operating procedures (SOP) of [enter Existing Member company name], including those contained in the [enter Existing Member company name] company Diving and Emergency Manuals, insofar as it is appropriate to do so in the operating areas of the Affiliate Company; and
- e) adopt, as a minimum standard, the technical guidelines (published documents, Information Notes and other materials) produced by IMCA’s Diving Division.

Yours faithfully,

[Signed]

[Full Name]

[Director]

[Company Stamp]



## Appendix 4 – Affiliate Diving Contractor Membership for Extra-National Companies – Supporting Documentation

An Existing Member seeking Affiliate IMCA Diving Contractor Membership for an extra-national affiliate company must provide IMCA with copies of the following:

Table 2		Criterion met ✓ ✘
a)	Documentation describing the office and base support facilities of the extra-national affiliate company. IMCA needs to see evidence that the affiliate company has suitable infrastructure in place to support its offshore operations.	
b)	Documentation containing details of the extra-national affiliate company's emergency medical support arrangements in its proposed area/s of operations.	
c)	Documentation providing details of the extra-national affiliate company's hyperbaric evacuation procedures for the proposed area/s of operations (applicable to saturation diving companies only).	
d)	Documentation containing the names, positions, and contact details of the key management personnel employed by the extra-national affiliate company (including a suitable organogram).	
e)	Documentation containing the contact details of the extra-national affiliate company's nominated IMCA representative.	

The above documentation must be sent to [membership@imca-int.com](mailto:membership@imca-int.com) in electronic format.

## **Appendix 5 – Schedule of Rates - IMCA Diving Contractor Membership for an Extra-National Affiliate Company**

IMCA will invoice the Existing Member for the desktop audit fee prior to the consideration of any submitted material. IMCA will not begin the desktop audit until the required fee has been received.

Receipt of payment does not guarantee acceptance of IMCA Diving Contractor Membership for an extra-national affiliate company. Any rejected applicants that choose to re-submit will also be invoiced as per the below rates.

<b>Extra-National Affiliate Diving Contractor Membership Desktop Audit Fees</b>	<b>Application Fee</b>
Desktop Audit - Surface Supplied Application	2,000.00 GBP
Desktop Audit - Surface Supplied and Saturation Diving Application	2,500.00 GBP

### **On-Site Audit Fees / Additional Enquiries (if required)**

Audit fees for site visit (2 days)	3,000.00 GBP
Any additional days (if required) per day	1,200.00 GBP
Any additional enquiries (if required) – minimum half day – per half day	600.00 GBP

### **Travel and Subsistence Expenses**

Travel and subsistence expenses will be invoiced at cost plus 5% upon completion of the audit.