

IMCA Technical Document Assurance Project

Document Quality Control and Publishing

In 2023, IMCA commenced a review of documents after considering how to improve overall quality of the organisation's published documents. IMCA decided to bring in a technical document assurance co-ordinator to look at all current documents listed in [IMCA's Publications Guidance Register](#), with particular regard to accuracy, brevity, consistency, and aesthetics. The co-ordinator is also responsible for final proofing of new documents and publishing them to the IMCA website.

Project Scope

The project aims to review and update all documents detailed in the Guidance Register, which include the following types:

- ◆ **IMCA Code of Practice:** A document produced by the Association, the uniform application of which is recognised as essential for the safe and efficient conduct of marine contracting projects. IMCA expects the highest level of compliance with this category of document from its Members.
- ◆ **IMCA Recommended Practice:** A document produced by the Association, the uniform application of which is recognised as necessary for the safe and efficient conduct of marine contracting projects. IMCA expects a high level of compliance with this category of document from its Members.
- ◆ **IMCA Informative Guidance:** A document produced by the Association, the application of which is recognised as useful for the safe and efficient conduct of marine contracting projects. IMCA expects its Members to take appropriate account of this category of document when planning, managing and conducting their marine contracting projects.

A review of technical accuracy is beyond the scope of this project, but where technical inaccuracy may be identified, it is brought to the Technical Adviser's attention, who handles the query in line with established IMCA procedures.

Project Implementation

The project aims to improve the accuracy, brevity, consistency, and aesthetics of each document.

- 1) Accuracy
 - a) Cross-references, page numbers, tables of contents, lists of figures and tables, web reference links
 - b) Validity of references, does reference still exist, might it have been withdrawn or renumbered?
 - c) Accuracy of styles in document, do they match those of the underlying template?

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- 2) Brevity
 - a) How to reduce the size of documents without affecting their impact
 - b) Simpler language, shorter sentences, avoidance of repetition
- 3) Consistency
 - a) Presenting each document type in line with the applicable template
 - b) Same terminology used within each document
 - c) Plain English
 - d) Configuration of tables, figures within each document
- 4) Aesthetics
 - a) Conforming the document to IMCA style guide
 - b) Document navigation pane automatically present on opening
 - c) Application of revised document template
 - d) Landscaping figures and tables as required
 - e) Validation of reference links to other documents published on IMCA's website
 - f) Updating references to renumbered IMCA documents (particularly information notes)

Conclusion: Publishing revised document

When the above checks are made on a document that is also undergoing a full technical review (per its established review schedule), the revision of the published document is considered a MAJOR revision, indicated by a whole number (e.g. Rev. 1, 2, 3 etc). The document's version history, displayed on the page after the cover page, records the date of the revision and some description of the changes made.

When the above checks are made on a document that is not undergoing a full technical review and to which no material change of content has been made, the revision is considered a MINOR revision, indicated by adding .1, .2, .3 etc to the last major revision number (i.e. Rev. 1.1, 1.2, 1.3 etc). The document's version history should also give the reason for the revision as a quality review of the document in line with this information note, and make it clear that there has been no material change to content.

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