

Audits with Cause

Members' attention is drawn to the Association's Bye-Laws.

IMCA Bye-Laws reference 3.3 states:

Members are expected to adopt as a minimum standard IMCA's Codes of Practice, Recommended Practice, Informative Guidance, and associated Information Notes, produced by the Association and, as appropriate, to the technical division(s) and region(s) to which the relevant Member belongs.

As part of IMCA's due diligence process, certain categories of IMCA membership require auditing of the applying company prior to acceptance of IMCA membership, e.g., new diving contractor members, ROV training course providers, etc.

IMCA reserves the right to audit Members at any time. This is stated in IMCA's Bye-Laws as follows:

- 1.8 *Members are self-regulating and commit to act as responsible Members by adhering to IMCA's Code of Conduct, following Published Documents appropriate to their business and being willing to be audited against compliance with them by their clients and by the Association's Secretariat.*
- 4.2 *Membership criteria for each Member category may be amended by the Board from time to time. In all cases Members shall:*
 - ◆
 - ◆ *fully cooperate with any audit by the Secretariat*
 - ◆
- 4.12 *Members agree to be audited where required by a client or on occasion by the Secretariat (whether for reason of cause by the Secretariat or otherwise). Unfavourable audits may result in disciplinary action, suspension, or expulsion from the Association.*
- 4.16 *All companies or organisations wishing to join IMCA as 'GCo', 'ICO' and 'Co' Members shall:*
 - ◆ *be willing to be audited by and at the sole discretion of the Secretariat*
 - ◆
- 6.2 *Secretariat*

The Association has the support of a Secretariat comprising professional technical staff and administrative support staff. The CEO is responsible for the performance of the Secretariat assisted by the Technical Director. The principal activities of the Secretariat are:

 - ◆
 - ◆ *auditing Members as required*
 - ◆

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Audits may be undertaken for reasons including, but not limited to:

- ◆ incidents on IMCA members' worksites
- ◆ occurrences with documented evidence of operating illegally or unethically
- ◆ to gather further information from IMCA members in the event of allegations of them not adhering to IMCA's Codes of Practice and Recommended Practices, and
- ◆ where commitments and processes initially reviewed and approved for membership suitability are ignored, withdrawn or revoked by the member company.

Audits with Cause will:

- ◆ comprise either or both of the following elements:
 - a desktop safety management system assessment (the precise nature of the elements to be assessed will be determined on a case by case basis)
 - a site inspection of the IMCA member's worksite.
- ◆ normally be undertaken by two IMCA auditors; this is to ensure fairness, proportionality and accountability.

IMCA does not charge for Audits with Cause but expects the member being audited to cover all costs associated with the audit. These costs will include:

- ◆ receipted travel, subsistence and associated costs (such as procurement of visas) plus 5%.

For more information, please contact your respective IMCA Secretariat representative or the IMCA Technical Director.

Related Guidance

- ◆ [IMCA Bye-Laws](#)
- ◆ [Code of Conduct for IMCA members](#)