



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 30/05/2025 Online

Present

Mary Wilde	(MW)	Training Administrator
Gethin Thomas	(GT)	ALO North Wales Panel
Phil Baker	(PB)	CIC Panel Rep
Dave Baines	(DB)	Derbyshire Panel
George Plant	(GP)	QMC Chair
Stephan Natynczuk	(SN)	ALO Southern Panel
Pete Knight	(PK)	ALO Derbyshire
Aidan Kuhlmann	(AK)	BCA Secretary
Chris Boardman	(CDB)	Council Rep
Mark Richards	(MR)	AHOEC Rep

Apologies

Dan Liddy	(DL)	ALO N Eng.
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Chris Bolton	(CJB)	BCA Treasurer
Tony Radmall	(TR)	Voluntary Sector Rep

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:05 am.

[Action Register](#)

No	Action	Who	By	Status
23/09/2019				
221	PR to review mines document. Action passed to DB & GT Update 26/04/2024 DB to review and replace number or refs to coal mining with a brief summary. Update 07/10/2024 Document requires photos and diagrams. MW volunteered to edit it. Update 10/01/2025 V10 has been circulated. Some amendments still outstanding. One done V11 will be circulated for feedback.	DB/MW	Before Next Meeting	Ongoing



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	Update 30/05/2025. Large amount of work completed. MW now training for final documents from DB			
31/01/2022				
398	MW to gather data on T/A activity. Update 26/04/2024 Agreed each T/A must complete at least one course per year in any region. Need to update the T/A agreement. Update 10/01/2025 Withdrawn as procedure needs clarification. See agenda notes. GP to issue proposal to feedback within 14 days. Update 30/05/2025 No progress	GP	ASAP	Active
16/01/2023				
414	Set up a working party to review Geology document for LCMLA. Update 23/10/2023 ongoing. Update 19/01/2024 QMC ongoing. Update 26/04/2024 Some progress but still ongoing. Update 07/10/2024 ongoing. Update 10/01/2025 Ongoing. Update 30/05/2025 No progress	GT/RH/P B	Before next meeting	Ongoing
415	Set up working party to draft fitness to work statement. Update 23/10/2023 CB offered to help with this. Looking at what mountain training does. Update 19/01/2024 QMC ongoing. Update 26/04/2024 ongoing. Update 07/10/2024 GP to draft document. Update 10/01/2025 Draft document to be circulated for feedback within 14 days. Update 30/05/2025 Complete	GP	Before next meeting	Discharge
23/10/23				
433	MW/GT to look into documenting the changes to the CSR process. Update 19/01/2024 QMC ongoing. Update 26/04/2024 ongoing. Update 07/10/2024 ongoing. Update 10/01/2025. Update 30/05/2025 Complete	MW/GT	ASAP	Discharge



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435	MW to create project plan for renaming T/A credentials. Update 19/01/2024 QMC ongoing. Update 26/04/2024 Project plan created. Main issue is co-ordinating the changes along with the documentation. MW to create draft updated documentation. Update 07/10/2024 Stalled due to membership onboarding. Update 10/01/2025 MW and GT to discuss offline. Update 30/05/2025 MW working with JustGo but little progress	MW/GT	Before next meeting	Ongoing
26/04/2024				
449	Discuss process for award scheme members via QMS and website. Update 07/10/2024 MW to look into adding a link to email footers pointing candidate to website. Update 10/01/2025 Link added to emails. Other awareness issue discussed and proposed to issue a broadcast once per year, first to cover these topics: printing certificate, reminders not guaranteed, location of documents. MW to draft broadcast. Update 30/05/2025 ongoing	MW	By Next Meeting	Active
451	GT to document proposal for group day syllabus written paper content. Update 07/10/2024 ongoing. Update 10/01/2025 ongoing. Update 30/05/2025 Discussion ongoing	GT	Next Meeting	Active
453	GT to create doc on competent belaying techniques. Update 07/10/2024 nearly complete. Need to incorporate. a plan B for when being assessed if chosen site is not possible due to weather for instance. Needs to go on group day paper. Update 10/01/2025 ongoing. Update 30/05/2025 Discharged – covered elsewhere	GT	Next Meeting	Discharged
07/10/2024				
459	MW to work on integrating BCA membership as a requirement in QMS for T/As. Update 10/01/2025 Unable to find a way of implementing this via QMS. MW/GT to explore with JustGo. May be able to remove T/A access is membership lapsed.	MW/GT	ASAP	Discharged



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	Update 30/05/2025 Complete			
461	GP to summarise feedback from T/A workshops and identify key issues. Update 10/01/2025 ongoing. Add to standing agenda. Update 30/05/2025 No progress	GP/MW	ASAP	Ongoing
464	MW to discuss shadowing with KE and KS Update 10/01/2025 Consider adding KS as an admin on QMS. Review who has access and remove anyone no longer involved. Create a standards document for those with access. Update 30/05/2025 ongoing	MW	ASAP	Ongoing
469	Panels to discuss adding traverses to cave leader training. Update 10/01/2025 RH to create a reminder. Update 30/05/2025 this is on the syllabus	RH	ASAP	ongoing
10/01/2025				
471	Mines T/As to meet and discuss T/A pathway in different mines types. Update 30/05/2025 complete. To be covered in written papers rather than practical.	GT	ASAP	Discharged
471	MW to book a table for HE 2025 and look into banners etc. Update 30/05/2025 table booked. SN to help on the day ongoing. MW to sort handouts, banners etc	MW	Before next meeting	Ongoing
472	Minimum activity for TAs. GP to issue discussion email - request feedback within 14 days. Update 30/05/2025 Duplicate action.	GP	ASAP	Discharge
473	MW to document issues regarding T/A update workshops and issue for feedback within 14 Days. Update 30/05/2025 Duplicate action – covered on agenda	MW	ASAP	Discharge
474	Request GT to run a trial online update in Autumn 2025. Update 30/05/2025 Date booked.	MW/GT	ASAP	Ongoing
475	GP to discuss risk assessment doc with J P-S Update 30/05/2025 ongoing	GP	ASAP	Ongoing
476	MW to trial altering CIC expiry date manually for DB. Update 30/05/2025 Date changed for DB. Dummy user set up to test if reminders still work	MW	ASAP	Ongoing
477	MW to discuss expiry date issue with JustGo again. Update 30/05/2025 Still not possible	MW	ASAP	Discharged
30/05/2025				



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478	AK to discuss bank account with CJB	AK	ASAP	Active
479	MW to write to Mel Sugden	MW	ASAP	Active
480	Traxion incident. AK – bring to equipment and training. PK to discuss with the people involved.	AK ad PK	ASAP	Active
481	MW to establish which T/As need a workshop or P2P for 2026	MW	ASAP	Active
482	Remove first aid credential for QMS when agreed with GT	MW	On instruction from GT	Active
483	MW to flag qualification module with Phil Robinson from JustGo	MW	ASAP	Active
484	MW to co-ordinate change to certificate wording if a new chair is appointed	MW	?	Action

1. Matters Arising

- **Rig Failure** – Noted.
- **AK (BCA AGM Report):**
 - Manual of Operations is being rewritten.
 - Improved reporting encouraged, although current standards are acceptable.
 - BCA is moving towards becoming a Ltd company.
 - Query over setting up new bank accounts.
 - AGM:
 - Proposals pass with 70% present.
 - Delegation of roles (H&S, Diversity, etc.) to align with BCA policy. Local H&S arrangements may be maintained.

2. Finance Report

- LCMLA Update Workshops breaking even - those running at a loss balanced out by those with a profit.

3. LCMLA/CIC Stats (MW)

- Noted.
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4. CIC Panel Report

- Available on G Drive.
 - No comments raised.
 - **PB:** Approval for Mel Sugden as CIC T/A confirmed by QMC. MW to seed letter.
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5. Training Administrator's Report

- Available on G Drive.
 - Phone number change is important. MW adding it to email signature.
-

6. Regional Reports

- **SW:** Nothing needing discussion (on G Drive).
- **SE - SN:** GB access now arranged but only for 3 courses per year.
- **NW - GT**
 - Assessment venues discussed.
 - **Traxion incident discussed.** *“Following an incident in North Wales where a Traxion was used on a pitch head deviation, with the belay device anchored away from the pitch head, it appears the cam on the Traxion was only partially engaged when the load was transferred onto it. Based on accounts received by some panel members, our understanding is that the Traxion initially held, allowing a few metres of slack rope to feed out from the belay device. The Traxion cam then appears to have slipped before re-engaging, stripping the rope sheath before ultimately catching the rope and preventing a ground fall. The key learning point highlighted by QMC was the importance of considering redundancies, back-ups, or venue/pitch selection when practising new skills, particularly when practicing outside of training courses, and the value of highlighting to candidates to consider safeguarding themselves when practicing new skills”.*
 - Action: PK to raise with equipment & training group.
 - MR said Gorge Mine 15-minute trip signed off. Also concerns around legal responsibilities. Old Bootle agreement referenced (needs review).
- **NE - DB**
 - Lake District mine inspections underway (mostly walk-ins).
 - May use leaders approved by technical advisor.
 - Nenthead mine inspected.

7. Liaison Group Report

- No updates.



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8. TAs – New, Resigned, Progress

- Mel Sugden and Dom Hoare confirmed as T/As CIC and LCMLA, respectively.
- DH's progress to be checked.
- Chair's position discussed. For now, need someone to attend Council meetings. GP or GT will do so and notify AK.

9. Google Forms Feedback

- Reviewed and accepted. MW noted that the majority of feedback is excellent – which reflects well on T/As

10. TA Workshop Feedback

- Good feedback for GP noted.
- MW to establish with T/As need workshops or P2P in 2026 and beyond.

11. First Aid

- GT gave background.
- Proposal to remove first aid credential when instructed by GT.
- First aid on syllabus docs means a check on first aid kit – not a check on the person's certificate. Action: Add to next information broadcast.

12. Hidden Earth 2025

- Complete. MW to work on banners and handouts. SN will attend.

13. Online LCMLA Update

- GT to deliver one this year.
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14. TA Pathway (MW)

On action register

15. CSR Process (MW)

On action register

16. Course Document Audit (MW)

- GT redrafted all documents, standardising wording.
 - pass/fail allowed for group assessment but not defer.
 - Documents reviewed by QMC then distribution to all TAs.
 - MW/GT to meet offline to discuss moving away from some text on QMS and replacing with links to website.
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17. LCMLA Certificate Wording (MW)

On action register

18. Hot Topics

- First Aid: addressed in syllabus and to be broadcast.
 - Traxion rope safety issue: to be filtered down via panels.
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19. Date of Next Meeting

31/10/2025