



BSS Advisory Committee – Notes

BSSAC #106, 23 FEBRUARY 2021 - ONLINE VIDEO CONFERENCE

Present:

Chair

BSS Support Exec & Secretariat

BSS Manager

BSS Technical Committee Chair

Navigation Authority reps:

Environment Agency - EA

Broads Authority - BA

Canal & River Trust - CRT

Examiner Body reps:

Yacht Designers & Surveyors Assoc - YDSA

Int. Inst. Of Marine Surveyors Assoc Boat – IIMS

Safety Scheme Examiners - ABSSE

Marine Trade Interest:

British Marine Executive Interests - BM1

BM3 - British Marine Boatbuilding - BM3

Boat User Group reps:

Inland Waterways Association - IWA

Association of Waterways Cruising Clubs - AWCC

The Boating Association - TBA

Nat. Association Boat Owners - NABO

Royal Yachting Assoc. Executive Interests - YDSA

Apologies:

Residential Boat Owners Association- RBOA

British Marine Hire Boats - BM2

Guests

BSS Business & Technical Manager

The Bratton Group – Managing Director

BSS Delivery Executive

106.1 Apologies and introductions

106.1.1 Apologies as noted above.

Introductions, the Chair welcomed i) new representative for NABO and ii) and new representative of RYA.

The Chair expressed thanks to the outgoing NABO rep after 4 years, and RYA rep who has moved over the BSSTC after 8.5 years on BSSAC

106.2 Notes of last meeting and matters arising

106.2.1 Members confirmed the previous meeting notes as accurate.

106.2.2 *Matters arising – 104.6.2 - Publishing BSS Accounts.* It was confirmed that the BSS financial years runs April to March and that the professional fees element reflects the need for specific expertise and to keep the BSS staff headcount to acceptable levels.

106.2.3 *Matters arising – BSSQA021 – Proposed new investigation procedure for unsubstantiated complaints by one examiner against another.* The Chair reported that the concerns expressed of one member of BSSMC had been addressed in a separate meeting also involving the BSS Manager and himself. The draft procedure can now return to BSSMC once finalised.

Matters arising - 105.2.3 - The BSS Support Exec reported that the document retention period for unsubstantiated complaints is now confirmed as 3 years, in line with the Trust's retention policy for this type of complaints category.

106.2.4 *Matters arising – Hire Boat Code (HBC) development.* The BM1 rep reported that the final draft version of the HBC was agreed and that the publication date is imminent and will be announced shortly.

The EA rep said that EA will need to consult separately on implementing the HBC for its hire operator customers and that an implementation date would be no sooner than Jan 2022.

The BSSTC Chair referred to the need to take forward the planned alignment between BSS hire boat requirements and HBC and the longstanding proposal to remove BSS Check 10.7.3 in favour of hire operator responsibilities. This concerns hire boat freeboard/downflooding requirements.

Action 1

106.3 To note the actions from the last BSSMC meeting

106.3.1 The Chair reported the discussion at BSSMC in December concerning the *Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020* and the Marine Trade rep's discussion paper for members. The paper asked BSSMC to consider whether BSS electrical system examinations could be considered as meeting the requirements of the new Regulations.

The BSS Manager said that he intends to set up a meeting with the BM1 rep in the next few weeks to discuss the matter in more depth, before reporting back to BSSMC. The Broads Authority rep asked to be part of the discussions.

Action 2

Queries raised by BSSAC members included i) any qualifications necessary for those carrying out the checks and ii) any relevance of the BSS manometer LPG tightness testing model and the Gas Safety (Installation & Use) Regs relationship.

106.4 Nominations for BSSAC Chair's position

106.4.1 There was full member consensus on the Chair being in place for the next 12 months.

106.5 Review of BSSAC membership and membership types

106.5.1 The Chair reminded members of the loss of one Examiner representative body, NABSE. The other Examiner body reps reported no additional members resulting from the disbanding of NABSE.

It was agreed to wait and see if any new organisation replaces NABSE and revisit examiner body representation at the equivalent meeting next year.

The BA rep asked if the Broads hire boat operators should be separately represented at BSSAC. The BM1 rep agreed that the class of hire boats on the Broads makes them different to others. The BA rep will engage with operators and revert.

Action 3

The EA rep reported that the AINA rep vacancy on BSSAC has proven difficult to sort.

It was agreed that the list of BSSAC member organisations will be circulated with the meeting notes.

Action 4

The IIMS rep said that Examiners were well placed to identify safety issues concerning the unrepresented boat owners, such as those who are in a potential vulnerable category and who live aboard.

The Chair indicated the desire to tap into outputs from the current examiner and boater surveys, in respect of helping identify any gaps in BSSAC representation.

106.6 The new BSS Examiner Training Course – presentation by The Bratton Group

106.6.1 Jayne Bratton, representing BSS contractor The Bratton Group gave a presentation on:

- The elements of the of the new BSS Examiner Training Course programme;
- Progress against plan;
- About our Trainees;
- The Trainees progress;
- Quick system demo.

It was agreed that the presentation slides will be sent with the notes of the meeting. *Action 5*

Following the presentation the Chair thanked the presenter and remarked that the course appeared an excellent quality product.

It was confirmed that the candidates geographic spread was mapped and that filling gaps in examiner coverage had been a factor in candidate selection.

The BSS Communications Manager explained that the training covered the application of BSS requirements for private and privately managed craft and that a conversion module to hire craft requirements was planned. Attendance at such a course is subject to candidates satisfying performance criteria, such as having carried out a sufficient number of private craft examinations.

106.7 Report from the BSSTC Chair [*Supported by Doc C1, BSSAC #106*]

106.7.1 BSSTC Chairs Report –

- (referring to the previous agenda item) The BSSTC Chair said that it is the work of BSSTC that has led to the development of the training material and conversely, the authoring of the training material has identified technical issues for BSSTC to address.
- Future activity – support for the review of the 2002 non-private boat standards will feature heavily. Awaiting scoping document from AINA. The EA rep reported that an AINA meeting dedicated to this task was scheduled for 5 March.

The EA's recent success encouraging fire authorities to enforce a Fire Safety Order on multiple occupancy vessel, will need to be taken account of in the review.

- Future activity – fundamental review of BSS electrical system requirements will also feature heavily and will cover new technologies as well as support any de-carbonisation initiatives.
- Concerning the Interim Review of the BSS Examination Checking Procedure - The BSSAC Chair confirmed that two further BSS ECP Parts, Parts 4 and 9 had recently been reviewed by the BSSAC Sub-group and further Parts were anticipated shortly.

106.8 Quarterly BSS Quality Management Activity update

106.8.1 It was reported that the normal quarterly report will follow the meeting. *Action 6*

106.8.2 The BSS Delivery Executive provided a live demonstration of the improved quality control database. The focus of the demonstration was:

- Examiner performance desktop assessment;
- BSS fault item data and league table;
- The 'Community' tool leading to training facility now built into Salesforce and

relevant to the new Examiner intake;

- Plans to make the database the centre of Examiner support that, for example will indicate where Examiners are looking for most support and allow targeted support activity and the identifying of training needs;
- The 'Community' tool that will facilitate forum-based groups to interact. Possibly including supporting BSS Committee member activity.

In answer to a question from the BM1 rep, the BSS Communications Manager said that the plan was to improve the customer experience by building a customer facing website within Salesforce based on the same metrics.

The Chair considered the database to be a significant tool and one that needed to be asked the right questions. He challenged members to identify the range of questions, supporting any current activity, that could be mined in advance of meetings and the answers provided.

In answer to a question from the YDSA rep, the BSS Communications Manager said that it was intended that different levels of access to the data would be made available to the various users, Examiners, committee members, members of the public, etc.

106.9 Report from the BSS Manager [Supported by Doc G1, BSSAC #106]

106.9.1 BSS Manager's Report –

- COVID-19 remains a major impact. Examiners are diligently carrying out BSS examinations but total BSS examinations to date this year are currently down 18%.
- According to the analysis of the BSS database, it is possible that as many as 2000 boats will be without a valid BSS Certification by the end of the financial year.

This has obvious budget implications for BSS but also risk management implications for the navigation authorities and boat owners.

It was promoted that boat owners who cannot attend their boats should contact their licensing authority. Conversely, it was promoted that if an Examiner can't attend a boat examination the boat owner should make reasonable efforts to re-arrange with another BSS Examiner from the published list.

- A debate took place where it became apparent there were different interpretations of official Govt lockdown advice, and specifically about the ability of owners to visit their boats to facilitate a BSS examination (or essential maintenance). The BSS Manager and Communications Manager were of the opinion that owners were able to travel to their boats in support of meeting legal obligations (such as a BSS examination) but the EA rep and BM1 rep disagreed saying boat visits were permitted for emergencies only.

During the debate, the BSS Communications Manager identified that messages on this subject from the main navigation authorities varied, but the EA Rep said that the messages were consistent.

It was agreed that there would be a separate meeting involving the main navigation authorities, BSS, AINA and British Marine, to agree the messages and processes going forward and aimed at getting people back to boating safely.

Action 7

The AWCC rep said that licensing and BSS certification clarity was essential boat owners as it was linked to insurance cover.

- The BSS Manager reported that 12 or so Examiners who are yet to undergo LPG update training, are to be offered a place on a course at Evesham between June and July.

It was confirmed that the delay won't affect their BSS Examiner status, or cost more than the cost of attending one of the autumn courses. It was also confirmed that affected Examiners will continue to use existing LPG tightness testing procures until trained. Those impacted will be contacted individually.

- Referring to his report, the BSS Manager referred to the plan to roll out the newly developed online examination training modules for all Examiners, to help ensure 'one version of required practice'. The supporting *Doc G1*, requested members consider i) examiner reaction to the proposal, ii) any associated barriers to be overcome, and iii) advice on the optional roll-out sequence and completion dates.

The Chair first asked the examiner body reps to respond to the paper. There a was a general acceptance for the need for training from the ABSSE and IIMS reps, however, the YDSA rep considered the proposal excessive and thought there must be a better way.

The IIMS and ABSSE examiner body reps agreed that the proposed cost of the course is the biggest issue.

The ABSSE rep believed the cost should rest with the BSS and the IIMS rep identified that the impact could be significant because answering assessment questions is no short process.

Others who commented were of the opinion that training initiatives to ensure proper application of the BSS checks, should be accepted by Examiners as part of the role.

The Chair raised the following principles and points and asked if BSSAC members disagreed, other than the examiner body reps:

- Every examiner should be qualified and auditable to the same standard – no disagreement was logged.
- Examiners should contribute to the cost of their own training need – no disagreement was logged.
- The course completion date of April 2022 is a reasonable aim - no disagreement was logged.

The Trust's rep said that customers need the assurance of qualified and independently trained examiners.

The Chair summarised that the question of Examiner cost contributions to the training initiative, and any variation in the cost proportion attributed to Examiners, will go to BSSMC for consideration.

106.9.2 Annual report of incidents and accidents recorded and inferences drawn [*Supported by Doc H1, BSSAC #106*]- Note - This item was brought forward to after agenda item 5

- The BA rep reported that the BA and Broads hire industry continue to consider the how to react to the previously reported hirer fatality incident on the Broads.
- Instructional videos covering several safety aspects have been developed.
- The BA plans i) further 'super safety days', ii) to stagger weekend Ranger finish times to align with boating incident data findings and iii) to audit hire boat operators against licensing conditions.
- General discussions centred around the number of people new to boating and how to encourage safe boating.
- In response to a question from the BM1 rep, the BSS Communications Manager agreed to develop a specific report covering the incidents types that are not fire or CO, for example, lock hang-ups, and more detail on MOB. The BM1 rep said reports on the range of incidents would help benchmark the Hire Boat Code *Action 8*

introduction. The BA rep said that BA collect incident data/trends and can share.

106.10 Items for BSSMC

106.10.1 The Chair listed the following two items:

- finalising the unsubstantiated complaints investigation procedure, BSSQA021;
- the proposed Examiner training initiative and the question of Examiner cost contributions.

106.11 Next meeting date

106.11.1 Proposed dates -

- #107 Tuesday 8 June 2021;
- #108 Tuesday 9 November 2021.

Meetings commencing at 10:00 via Zoom.

106.12 Any other business (AOB)

106.12.1 *Changes being brought about by The Trade and Cooperation Agreement between the UK and EU* – The BM1 rep was keen for the BSS to remain up to date concerning the introduction of the UKCA mark on boats and components (and the possibility of dual marking, and changes in the marking to the Marine Equipment Directive.

It was planned for the BSS Manager and The BM1 rep to liaise separately outside of the meeting.

Action 9