



BSS Management Committee – Confirmed Notes

BSSMC #103, 19 APRIL 2021 - ZOOM CONFERENCE

Present:

BSSMC Exec

BSSMC Chair
 BSS Manager
 Canal & River Trust Representative
 Environment Agency Representative
 Broads Authority Representative
 Association of Inland Navigation Authorities (AINA)

Other

BSS Business & Technical Manager
 BSS Communications Manager
 BSS Technical Administrator
 BSS Delivery Executive
 Note Taker

BSSMC Non-Exec

BSSAC Chair
 BSSTC Chair
 Examiner Body Representative
 Marine Trade Representative

Apologies

User Group Representative
 Broads Authority Representative
 BSS Support Executive

Actions Agreed:

Item	Action	By Whom
103.2.1	BSSTC Chair said that a further British Marine executive was welcome to join the technical subgroup.	Marine Trade Rep
103.3.1	Nominate an additional Trust representative following BSSMC Chair stepping down.	Trust rep
103.4.1	Sort a date for the washup training course following 21 st June as 2% of the cohort were shielding.	BSS Manager
103.4.1	Some examiners felt there had been a big problem achieving consistent performance from the BSS, they would encourage the BSS to look into this.	BSS Manager
103.4.1	Work with the Examiner reps to finalise the new existing examiner training timeline.	BSS Manager
103.4.1	Work with Examiner rep to roll out & deliver the new existing examiner training to existing examiners in the following 12 months - 18 months.	BSSAC Chair / BSS Manager
103.4.1	Pass on BSSMC Chair's thanks and appreciation to the examiners for they work they achieved through the pandemic through your contacts.	ALL
103.5.1	Review the quantity of examiners that would be in a position at the next training to complete non-private.	BSSTC Chair
103.9.1	Circulate the reports and press release to all committee members from the MAIB report into the CO deaths – double fatality.	BSS Comms

103.9.1 Highlight the importance to boaters of the requirement to have a carbon monoxide alarm all of the time through comms.

BSSAC
Chair

Full Notes of Meeting:

103.1 Introductions & Apologies

103.1.1 BSSMC Chair introduced the meeting conducted via Zoom and attendees stated their names and positions. The Chair welcomed a new Broads Authority Representative.

The exec group met prior to this session.

103.2 Notes of the last meeting and matters arising not otherwise taken on the agenda – [Doc I1, BSSMC #102, previously sent] – (All)

103.2.1 **102.2.1 Relevant to AINA vacancies on both BSSTC & BSSAC, prepare the job descriptions to share across the organisation to complete action 100.2. (BSS office)** – AINA Representative said that they hadn't received the detailed job spec yet for each role but had created one. They had been waiting for feedback.

102.2.5 Send a personal well done to examiner body representatives due to the excellent efforts since June to safely deliver more examinations in the period than ever before. (BSSMC Chair) - BSSMC Chair said that it had been an amazing effort from the examiners.

102.2.6 Deliver actions 100.6 in early January. (BSS Communications Manager) - BSS Communications Manager said that they would share it after that meeting, there had been 128 boats. There was quite a small number of hire boats and BSS Comms would share this with the team and the appropriate navigation authorities and had been prepared ready to go.

102.5.1 Review the work and resources of the BSSTC and locate the best option to distribute it. (BSS Manager) - BSS Manager said they had created a subcommittee of 4 or 5 members who had excellent technical knowledge. This would help speed up the process. BSSMC Chair said that it was a good start. They had some examiners in there, the lead QCA consultant was heading the training for the electrical core package. He is not part of the BSS Office staff. BSSTC Chair said that an additional British Marine representative was welcome to join the subgroup.

Marine
Trade Rep

102.7.1 The planned overall BSS work activity 2021/22 – with the key priorities, including the review the 2002 BSS Standards needing to be agreed moving forward. (BSS Manager) – BSS Manager said that they had looked at the work activity and priorities moving forward, BSS Manager had been involved with BSS Bus & Tech Manager on looking at new technologies and non-private boating.

102.8.1 Investigate in more detail, the potential for BSS certification to allow landlords to comply with the periodic inspection and testing element of the Electrical Safety Standards in the Private Rented Sector Regulations. (BSS Manager and Marine Trade Representative) - Marine Trade Rep said that he had discussed trying to ensure a consistent thread with the technical standards used. He had discussed with the Electric Round Table which would set the standards for safety. At that moment they had a regulatory issue, they had looked at changing the regulation to exclude boats or to have an alternative standards for boats. He also had discussions about the use of the British Marine training to show competence for the electricians to meet the government standards. They had offered BSS Bus & Tech Manager a seat on a course to understand what would go into it. The next stage would be to try and ensure they don't get two sets of standards.

102.9.1 Share BSS CO safety briefing with navigation authority reps for potential including in new customer communications (BSS Communications Manager) - BSS Communications Manager said that he would circulate another one and cover it in the incidents report.

102.9.1 Add 'influx of new boat users' to risk register. (BSS Business & Technical Manager and BSSTC Chair) - people would be going out for the first time which would increase potential.

103.2.2 Brief update on initial discussions regarding the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

BSSMC Chair said that this had been covered.

103.2.3 Handling unsubstantiated complaints from one BSS Examiner about another BSS Examiner - BSSQA021 FINAL for ratification [Doc G1, BSSMC #103, attached]

Regarding the complaint's process, BSSMC Chair said that conversations between Examiner Body Representative, BSSAC Chair and BSS Manager had happened everything had been resolved and she would be ok with the original version, they would need to sign off the document from the previous meeting. BSSMC Chair said that Examiner Body Representative would be happy with that.

There had been no comments from the others present.

103.3 Report of the Executive Members pre-meeting [Verbal Update] - (JS)

103.3.1

BSSMC Chair said that at that year end, they had not aimed to try and make a profit. The general target would be net zero which should be achieved. The year had been busy due to the pandemic; the LPG Upgrade Training Course and Entry Training Course so BSSMC Chair thanked the team and BSS Technical Administrator who had particularly looked after the finances well.

They had discussed the paper from ABSE representative about further training.

They had discussed that BSSMC Chair would step down as chair at the end of the meeting and that the Executive had agreed that Canal & River Trust would step up as chair. They would nominate an additional Trust representative and Trust would take that forward on the BSSMC Chair's behalf.

Trust Rep

103.4 Report from the BSS Manager [Doc E1, BSSMC #103, attached] – Delivered as a Presentation (KT)

103.4.1

BSS Manager shared the Report from the BSS Manager Report presentation.

BSS Manager said that the impact of COVID in the previous April and May had resulted in a small amount of work that had been undertaken in previous years. BSSMC Chair said that the examiners had done a fantastic job. About 1100 boats would be without a certificate at the end of that financial year.

BSS Manager has gone through the LPG examiner training programme; the training had been rolled out, was well presented, and received. Some of the feedback that had been received was that the office had suffered from poor communications, there was a need for a more collaborative approach and examiners were eager to embrace new technology. BSS Manager said that they would address the comms by resources, they had one vacancy which would be filled within the first quarter of this year.

To aid collaboration and understanding two surveys had been undertaken, one for the examiners the second for the boat owners. The details of which were to be presented at the next meeting.

BSS Manager said that they had spoken to examiners about embracing technology and the provision of an app that wouldn't be too subjective of Wi-Fi. This would move away from a paper-based system and to a quickly updated system and would save examiners time.

BSS Manager

Proposed a brief examiner survey in the first half of that financial year.

2% of the examiner cohort were shielding at the time of the LPG training so they would hold a wash up course following the 21 June that year. They would get a date sorted for that very soon.

BSS Manager said that they had a proposal to utilise the new examiner training which had been receiving high praise from the cohort. They had embraced it and got on with it, BSS

Manager thanked everyone for their help. The proposal was to use that training programme to develop the existing examiners. It had taken a few years to put the training together and had been a fantastic resource, one consistent approach to undertaking examinations was needed. BSS Manager said that they were proposing to utilise this material for the new existing examiner training. This had gone to the Advisory Committee and overall, everyone had agreed that the training was needed, and consistency was required.

Examiner Body Representative said that he had no grounds to resist it, the benefit would not be as startling as anticipated unless it would be followed up. This would be trying to catch up on a service that had not been given. BSSAC Chair said that he had ran this process to the Advisory Committee in the MS Teams format, which was clumsy. BSSAC Chair needed to resort to asking very specific questions and there had been a general agreement that all examiners should be trained to the same standard, this had been agreed by all. The nature of the training and who would pay for it, what the costs would be and if examiners should be forced to complete it had not been agreed. BSSAC Chair said that he had been disappointed they were still revisiting historical complaints, there had been a number of occasions of examiners stalling and raising complaints and would say that the BSS had been slow to react and didn't consider the complaints to be valid.

BSS Manager said that they had received some top line information in relation to Training and Consistency. From the examiner survey, a question that had been asked was if examiners believed they had enough ongoing training from the BSS, 82% were happy with the training up to that day. They also asked what type of format examiners preferred their training, many had answered as preferring part online, part face to face. They had also asked if examiners had felt it had been reasonable to pay annually for their required training and 68% were happy to pay.

BSS Manager

BSS Manager shared some feedback comments from examiners survey.

Examiners said that some of them had felt there had been a big problem achieving consistent performance, some examiners said that there had been varying performance levels amongst examiners and they would encourage the BSS to look into this.

There had been evidence there was inconsistency in the examiner approach and they would also need to sort the training and quality issues. BSS Manager said that these had been the reasons for rolling out the training to provide a consistent professional approach.

BSS Manager

The proposed existing examiner training which comprised of 14 units, made up of 10 ECP linked and 4 Professional Service and Process. BSS Manager said that he would be happy to work with the reps to agree a timeline.

BSS Manager said, from Salesforce, the average examiner would on average undertake 120 examinations a year and the cost of the proposed training is £269 this year. There are 125 examiners who have re-registered to date. BSS Manager would clarify this with Examiner Body Representative.

From HMRC, Training would be an allowable business expense and the full amount could be claimed in one amount if the examiner chooses to do so.

BSSMC Chair said that there had been a general agreement that training would be required to get examiners up to the required standard. Examiner Body Representative said that more than half the enquiries for examinations had been for private boats. The timeline would be for the following three years or more agreeing that there would be a need for training and that there was an issue for professional development if the pay for training would lead to an expected increased scope of work and earnings potentially. This training doesn't apply to that, the comments supporting it seem to have been a bit one sided.

Marine Trade Representative said that he had received a lot of emails from other professionals in the industry who would carry out examinations, not BSS related. Would generally share those with the office to raise awareness of the issues. There had been a problem with consistency and disagreed about completing training to earn more. The world changes so we would need to keep on top of new technology to continue to do examiners job. Technology with boating had been changing and we would need to make sure the BSS would be future-proof.

BSSTC Chair said that there had been difficult comments for consistency that would need to address. Boaters would need their faults to be found otherwise they would be at risk, so it is

important that we react, BSSTC Chair endorsed Marine Trade Representative's comments about continuous development.

BSS Manager said that there had been inconsistencies and every examiner should be up to date with the latest standards and technologies. To achieve that we would need to be consistent with the roll out of training and to maintain it. BSS Manager acknowledged that training had previously taken a long time to roll training out however, looking forward continuous professional development would need to happen.

BSSAC Chair said that the costs for training at a maximum of 50 hours for £269 would be extraordinarily good value. There would be no reason why examiners couldn't defer it against tax, Marine Trade Representative had been correct as the costs would fall to boaters for the increased costs either way. Examiner Body Representative said that the consistency would continue until we had found out how long examiners should take to examine a fully equipped boat, an inspection would usually take about two hours, and this would either need to be accepted or challenged. Examiner Body Representative said that inconsistency would always be there. We had been a risk-based operation and would need to quantify this rather than look at the numbers.

*BSSAC Chair /
BSS Manager
/ Examiner
Body Rep*

BSSMC Chair said that everyone was on board for the training being a requirement and that continuous professional development would be important in all fields and opportunities to ensure the costs of training for examiners is always at cost. In terms of who pays it would eventually be the customer with understating the examiner would pay the full amount in line with the CoR. Additionally, there would be a need for training to be regularly rolled out. What remains is the position of seeking approval for the roll out of this to examiners in the following 12 - 18 months.

There had been agreement from all. BSS Manager would have conversation with reps, Examiner Body Representative and BSSAC ABSSE (Examiner Body) Rep through BSSAC Chair to finalise the timeline as March 2023 would be too long. Training had been based on 14 units, he would like to get 10 over the line by the following March 2022 and look at them on a risk-based rollout. Given the recent issues with ventilation calculations Part 8 would be rolled out first.

Marine Trade Representative said that he agreed with Examiner Body Representative's comments on hire boats as a lot of examiners would be retiring and support would be needed to speed up that provision to get the training completed quicker.

ALL

BSSMC Chair said that training would need to take place and that there should be flexibility on timing, at the next meeting they would talk about views on the acceleration of private boat training. BSS Communications Manager said that they had got a date in mind for the Hire Boat Requirements training and they had been sorting out the last questions with the hire boats standards. AINA Rep said that regarding non private boats, they had a meeting to deliver this.

BSSMC Chair said that they respect the work the examiners had done and appreciated the work they had achieved over the pandemic and asked all if they would pass this on through their contacts.

103.5 Report from the Chair of the BSS Technical Committee [Doc C1, BSSMC #103, attached] - (DF)

103.5.1 BSSTC Chair said that they had worked on part 2 and 8 for some time and that it would potentially not require a meeting to finalise.

On the list they had included some strategic and minor risk issues that would be coming up, the electrical subgroup, hybrid boats, lithium batteries and more. The office and technical teams' highest priority would be to support the training.

The non-private boat training would take time to consult and work on, potentially the couple of following years or more.

Regarding smoke alarms, a survey had been completed on this for boaters, and they anticipate there would be a wide user support for this.

BSSMC Chair said that there would be a need for the training.

Marine Trade Representative said that they would need to review the quantity of examiners that would be in a position at the next training to complete non-private.

BSSTC Chair

103.6 Report from the Chair of the BSS Advisory Committee [Doc D1, BSSMC #103, attached] - (PA)

103.6.1 BSSAC Chair said that the membership, COVID and examiner training had been covered. They had been waiting for recommendations from the Broad's Authority.

103.7 BSS Reports:

103.7.1 Financial planning and controls [Verbal report] - (JS)

BSSMC Chair had previously covered.

103.7.2 Examiner Development Strategy [Presentation] - (IC)

BSS Delivery Executive shared a presentation of the examiner development strategy and gave an update of where they had been at with the desktop assessments that year. BSS Delivery Executive said that they had not been able to undertake all the assessments during COVID and they had pulled out the desktop assessment as it could be carried out remotely. They had completed 16 that year, starting in the previous January and they had found that examiners had been doing things slightly different to each other. 5 had needed urgent office intervention, 4 had required a few things to do and 7 needed nothing.

BSS Delivery Executive said that they had found some emerging trends, such as the calculation of ventilation. Over half of the examiners that had completed the desktop assessments had an example of not recorded comments on 'Yes, But' examinations. 8 examiners had at least one occasion of not consistently issuing warning notices when identifying non-compliant checks, which would support the need for training, particularly in Salesforce.

The feedback from examiners had been positive and had found the assessment useful.

The 2021/22 plan was that by the end of that financial year to have completed the remaining 114 examiners and they would have used desktop assessments as part of the quality review of newly qualified examiners.

BSSMC Chair said that seeing the assessments that had been done and highlighting the inconsistencies had shown how valuable it's been. BSSTC Chair said that its brilliant and it is a good general quality check.

BSS Delivery Executive said that the Desk Top Assessment programme to date has covered Examiners making about 3000 examinations per annum.

103.7.3 Report of incidents and accidents recorded [Doc F1, BSSMC #103, attached] – (RM)

103.7.3.1 AINA Rep said that the fatality on the Broads he had been part of the investigation that reviewed the code, the MIAB had made four recommendations for the amendment to the code. Three had been reviewed and accepted, one however the group felt it sat outside the scope and that it may be addressed by the BSS. Marine Trade Representative said that the recommendation is more about assistance or new installation of system maybe on some of the boats. AINA Rep said that the expectation is that it relates to a small quantity of boats, about 100 but would be for the Technical Committee to scope. BSSTC Chair said that he doesn't know about this and would pick it up and have a look.

Broads Authority Representative said that he had been part of the investigation on the Broads and been interviewed.

103.7.3.2 BSS Communications Manager shared screen and shared a presentation of the MAIB report into the CO deaths, double fatality on the River Ouse, York. A boat owner and friend died from CO on 4th December 2019, there had been no carbon monoxide alarm and the previous alarm had been removed before BSS examination. Equipment was DIY installed had been improvised, they had an unsuitable exhaust system, which was not professionally checked. The boat owner was an experienced engineer.

BSS Comms shared pictures of the exhaust silencer that had been found and removed. The gas leak path from condensate drain and shared pictures of how the CO had been blown into the cabin.

Critical points – the Examiner who undertook the BSS failed to calculate ventilation correctly and was now under investigation. The CO risks from diesel are to be placed on the risk register and the place damaged and unsuitable exhausts on the risk register. The heater had been recently installed before the BSS examination and it had been covered by an exhaust wrap so the problems were hidden, there would probably have been no sooty deposits on the wrap due to the lack of use. Place the background level of CO from spirit hobs on the risk registers, reiterated the advice about who is most at risk and the role alcohol would have had in raising risk and reiterate the BSS requirements that all boats with accommodation should have a working alarm independently certificated to BS EN 50291.

Examination implications – based on MAIB published information, the actual ventilation provided on the day was 7,300mm², BSS Communications Manager said that he would send out a circular with the report, BSS news release and the lessons for examiners; all examiners would undergo online reinforcement training for Part 8 including ventilation checks and the Desktop Assessments which would review ventilation knowledge as part of the proposed existing examiner training, these may prompt Field Assessments. Would need to discuss circular, will circulate reports and press release to all committee members

*BSS Comms
Manager*

Marine Trade Representative said that they identified the risks a few years ago for surveyors and had been in a position of needing to look at the way the systems had been inspected and ensure they would be correctly installed. They know it would be a big issue and result in a lot of unhappy boaters. Going to need to push this.

Examiner Body Representative said that the exhaust could drop off a day after a service, they would recommend if possible, to issue a recommendation on the ventilation on a certificate.

BSSTC Chair said that he is looking forward to seeing the reports and papers so he could pick it up. BSSMC Chair said that it would be useful for the navigation authority group members to consider additional communications about this and pushing out. BSSAC Chair said that it would be useful to highlight that it's a requirements to have a carbon monoxide alarm all of the time.

BSSAC Chair

Marine Trade Representative said that he would be happy to share the guidance and presentation he had created with the group. BSS Communications Manager said that he had a copy and found it very useful, he would refer it in the briefing document.

Marine Trade Representative said that following the MAIB report that had come out the previous week, they would be a lot more engaged with the inland sector so we should be aware as they would be engaging with us a lot more going forwards.

103.9 Other urgent business

None recorded