



BSS Advisory Committee – Confirmed Notes

BSSAC #107, TUESDAY 29 JUNE 2021 - ZOOM CONFERENCE

Present:

Chair

BSS Support Exec & Secretariat

BSS Manager

BSSTC Chair

Navigation Authority reps:

EA

Canal & River Trust

AINA

Guest

BSS Business & Tech Manager

BSS Communications Manager

Marine Trade reps:

BM1 – British Marine Executive Interests

BM3 - British Marine Boatbuilding

Examiner Body reps:

YDSA

IIMS

Apologies:

AWCC

Broads Authority

ABSSE

Boat User Group reps:

RBOA

IWA

TBA

NABO

RYA Executive Interests

Vacancy:

BM2 - British Marine Hire Boats

107.1 Apologies and introductions

107.1.1 Apologies as noted above.

Introductions, the Chair welcomed the new representative for AINA.

107.2 Notes of last meeting and matters arising

107.2.1 Members confirmed the previous meeting notes as accurate.

107.2.2 *Matters arising – Hire Boat Code (HBC) development.* The BM1 rep reported that the code is now published and that hire operators can now act on the provisions confident that they are finalised.

Licensing Authorities can now discuss and agree their implementation and enforcement policies.

107.3 To note the actions from the last BSSMC meeting

107.3.1 The BSSAC Chair reported that the Canal & River Trust's Chief Operating Officer has stepped down from the BSSMC Chairs role and that BSSMC Exec Trust Rep has taken over. The BSSAC Chair expressed thanks to the retiring BSSMC Chair for her tenure.

It is planned that the future BSSMC Chair will be from the Environment Agency.

107.3.2 Concerning the training of the existing Examiners to the 'interim reviewed' Examination Checking Procedures. The BSS Manager said that concerns expressed by Examiner Body reps about who pays, and the timescales to deliver the online training to existing BSS Examiners had been decided upon at the last meeting of BSSMC in April.

The commitment to deliver training for Examiners at cost was supported, as previously made known to Examiners in a published newsletter, the cost of the online training is £269 +VAT and this includes help and guidance where needed.

The training programme is built of 15 separate modules of varying length. Following representations from the Examiner Body reps, a six-month extension was agreed, with to the programme running from late June 2021 to the end of September 2022, in order to give Examiners adequate time to complete each module and the whole programme.

In response to comments made by the YDSA rep, the BSS Manager agreed to consider some flexibility concerning those Examiners who decide not to re-register as Examiners from April next year, for example, the feasibility of a pro-rata refund in such circumstances.

The YDSA also commented that the extent of the training will come as a shock to Examiners. The Chair emphasised the important role of the Examiner bodies in promoting important information from published newsletters, etc.

Other comments recorded supported the periodic training and assessment of existing Examiners especially at a time when the 'interim reviewed' Examination Checking Procedures offer improvements in the delivery of BSS Certifications.

The BSS Manager ran a presentation that included the Examiner online training schedule for existing Examiners. The detail is provided at Annex A.

107.4 Review of the BSSAC ToR and Members' Code (supported by Doc F1, the existing BSSAC Terms of Reference, and Doc F2 the Members Code, both dated Dec 2015)

107.4.1 Referring to Docs F1 and F2, the Chair gave notice of a discussion of any proposals to change the BSSAC Terms of Reference and Members Code at the next meeting (#108).

Action 1 - all

107.5 Report from BSSTC Chair (supported by Doc C1, BSSTC Chairs report and Doc D1, Truxor DM5000 Appeal)

107.5.1 The BSSTC Chair referring to his written report (Doc C1) made the following comments:

BSSTC interim review of the 2015 BSS Examination Checking Procedures (ECPs) – BSSTC's work is now substantially completed and the Checks as reviewed will likely not be revisited for another five years; unless individual Checks are caught up by changes associated with the adoption of new technologies.

The BM1 rep asked about plans to keep pace with rapidly evolving technologies.

The BSS Manager confirmed that the interim review ECPs will be rolled out from late September. This included paper copies, albeit that the aspiration, large supported by the Examiner survey and because of COVID protocols, was to move to paperless

processes.

The EA rep updated members that the AINA-led group to scope out any necessary changes to the BSS non-private boat requirements had met and that a further meeting was planned. British Marine and Maritime & Coastguard Agency reps are to be invited to attend.

107.5.2 BSS Business & Technical Manager referred to Doc D1 concerning the Truxor amphibious work platform appeal.

BSS Check 2.22 requires the fitting of an oil-tight tray beneath the engine and gearbox. The fitting of an oil tray under the engine is not practicable on the Truxor amphibious work platform because the engine is mounted between two pontoons and any tray would fill with water during operation.

Inputs from BSSAC were requested, including whether this vehicle/vessel needed BSS Certification, for example, if it were deemed not a vessel within scope of the BSS Requirements.

It was decided that:

- a) the amphibious workboat was a vessel covered by BSS Requirements, including Check 2.22; and,
- b) that any concession to exempt the work platform from BSS Requirements and/or any conditions placed upon its use; are matters for the relevant navigation authority to decide upon; and,
- c) it is not appropriate for the BSS Committees to decide upon any exemptions in such circumstances or offer any guidance concerning the modification of the design of work platforms; and,
- d) to consider if there are any wider lessons to be learnt for any future review, for example, any concerns about leaking hydraulic oil.

The operator will be informed of the decision

*Action 2 – BSS
TM (done)*

107.6 The proposed new BSS 230V AC Safe Disconnection Process (supported by proposal Doc G1)

107.6.1 The Chair referred to the substantial paper containing proposals to change the existing BSS 230V AC Safe Isolation Procedure, following agreement to the changes at BSSTC earlier in the month.

Confirmation was provided that NICEIC are now of the opinion that Examiners do not require to disconnect the boat from the AC 230V supply during the Examination as our Examiners are only undertaking a visual Examination, do not take any covers off and are not carrying out any testing.

Albeit that the long length of the procedure was not ideal, members agreed that the introduction of the changes to the procedure was supported.

107.7 Quarterly BSS Quality Management Activity update

107.7.1 The BSS Manager provided members with an update concerning the quality assurance tool Desktop Assessments (DTAs). DTAs help review Examiners use of the BSS database and the completion of BSS Examination records. Since the beginning of the financial year 15% of Examiners have been through the process and most considered

it to be a positive experience, perhaps redressing performance that may have slipped. The target is to have reviewed all Examiners by the end of the financial year. Newly qualified Examiners will be subject to DTAs as soon as they are authorised.

DTAs help identify any emerging trends in Examiner performance, such as the full understanding about ventilation calculation and provision measurement. The outcome of the findings was the online mini-module planned for all existing BSS Examiners in July. See Module 8a, referred to at Annex A.

107.8 Report from the BSS Manager

107.8.1 The BSS Manager gave a slide presentation:

COVID 19

- a) At the end of last financial year the Certification numbers concluded 7.5% down overall compared with 2016 figures.
- b) This represented circa 1160 boats without a BSS Certification which had obvious budget implications for BSS but also risk management implications for the navigation authorities and boat owners.
- c) Throughout the first quarter of this financial year the BSS Office maintained liaison with Examiners, DEFRA and Navigation Authorities and promoted that boat owners who cannot attend their boats should contact their licensing authority. Conversely, it was promoted that if an Examiner cannot attend a boat examination the boat owner should make reasonable efforts to re-arrange with another BSS Examiner from the published list.
- d) Future examining activity remains subject to Government decisions and advice concerning the impact of COVID-19, and of course the impact may be regional.
- e) Conclusion - Examiners have diligently undertaken record amounts of Examinations during the first quarter of this financial year

107.8.2 The BSS Business & Technical Manager, in response to a query from the AWCC rep about the outcome of the BSS Boat Owners Survey 2021, reported the following headlines. The support of the BSSAC user group reps in promoting the survey was much appreciated.

- a) The independent survey by Morale Solutions took place between mid-March and mid-April. The survey generated 1,020 replies from Boat Owners, with over three quarters of the responses from those with narrowboats.
- b) Around one quarter of respondents (27%) live aboard their vessel, 42% were regular users (weekly/fortnightly) and 29% use their boat on a less frequent basis.
- c) 89% of all respondents have at least one Smoke Alarm already installed, with 55% having at least one LPG Gas/Vapour Detector.

The vast majority of boaters who responded to the survey already have a smoke alarm installed and would welcome the inclusion of a Check of the provision of such an alarm as part of the BSS Requirements. The outcome of the survey will be revisited and published as part of the Risk Review and Assessment Paper associated with the proposal to introduce a smoke alarm requirement for all boats subject to the BSS.

*Action 3 –
BSS TM*

107.8.3 The BSS Manager reported upon the BSS Examiner LPG upgrade Training wash-up.

- 2% of all existing examiners could not attend the Upgrade Training last autumn due to serious medical conditions.

- These Examiners have been invited to attend a final wash-up course at Evesham on the 7 & 8 July.

- 107.8.4 The BSS Manager updated members concerning the BSS New Examiner Training Programme. The presentation showed images of attendees at the Norfolk training facility.
- The training programme for the new Examiners is delivering to time;
 - All of the online modules have been released;
 - Twenty of the Trainee Examiners have completed a week of combined electric and LPG 'core' training modules in Evesham;
 - The first 10 Trainee Examiners completed a week of fieldcraft training at the BSS compound with nine boats last week. Three further courses of ten are planned for this year. The first group of attendees expressed high praise;
 - The Champions mentoring the new entrant Examiners, and the Assessors undertaking the final course assessments, have been working through the online modules over the last 4 months and are due to have their role-specific training by the middle of August.

BM1 rep suggested liaising with professional marine surveying associations to see if the Norfolk training facility could generate income, whilst not being used to train BSS Examiners.

*Action 4 BSS
Sec (done)*

A copy of the PowerPoint was requested to be circulated.

- 107.8.5 Quarterly report of incidents and accidents recorded and inferences drawn – the BSS Comms Manager apologised for the lack of a report. Very few (35) incidents have been recorded this year to date. Two presentation slides are provided at Annex B and the next quarterly report will encompass the data recorded to June 2021.

Photos were shown concerning i) a boat involved in a fatal man-overboard incident, ii) a propeller injury and iii) a hire boat boarding plank incident. A short discussion on each ensued.

The IWA rep criticised the fact that incident reports are consistently late.

The BM1 rep asked if first-time users were featuring, and another comment referred to the perceived increase in people living on their boats.

107.9 Items for BSSMC

- 107.9.1 The Chair will raise:
- the BSSAC agreement to the BSS 230V AC Safe Disconnection Process (SDP); and,
 - inputs from BSSAC regarding the Truxor amphibious work platform appeal.

107.10 Date of the next BSSAC meeting

- 107.10.1 Provisional dates for next year's BSSAC meetings will be agreed at the next meeting. The dates proposed are: #109 - Tues 8 Mar; #110 – Tues 28 Jun; #111 – Tues 8 Nov.

107.11 Any other business (AOB)

- 107.11.1 The YDSA rep will liaise separately with the BSS Office concerning a query about the allowance to reduce portable fire extinguishers by one, if specified circumstances.

Annex A – Existing Examiner – online training schedule – June 2021 – September 2022 (as agreed at BSSMC)

| | |
|-----------|--|
| June | Module Inst: Instruction Module - How to use the BSS Examiners online training system |
| July | New Module 8a: Ventilation - new mini module for 8.9.1 Module 15: Safe Disconnection Guide |
| August | Interim ECPs Training: Training Module on the changes to the ECPs from the interim review |
| September | Module 1: Professional practice - enhanced for existing Examiners – includes the new Customer Agreement Checklist Module DB: Database – release as soon as communities is ready |
| October | Module 6: ECP Part 6: Fire extinguishing, escape and carbon monoxide Core Electric and Core LPG Handbooks: Revised and updated version released |
| November | Module 7: ECP Part 7: Liquefied petroleum gas (LPG) systems (needs to be done before Part 8) |
| December | Module 8: ECP Part 8: Appliances and flues Module 12: Core Electric Knowledge |
| January | Module 3: ECP Part 3: Electrical systems |
| February | Module 2: ECP Part 2: Permanently installed fuel systems and fixed engines |
| March | Module 5: ECP Part 5: Outboard and portable combustion engines and portable fuel systems |
| April | Module 4: ECP Part 4: Electrical propulsion systems |
| May | Module 9: ECP Part 9: Pollution prevention |
| June | Module 14: Business |
| July | Module 0: Introduction |
| August | Module 11: ECP Core LPG Knowledge |

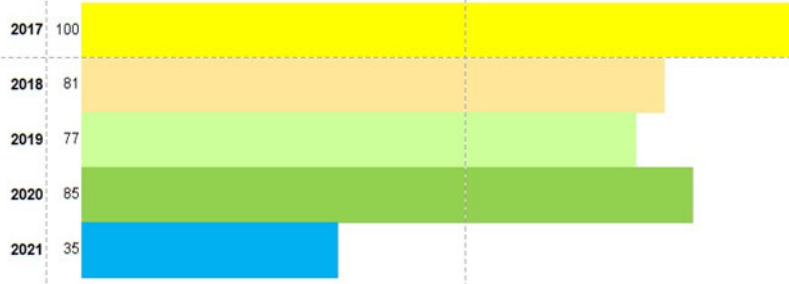
Annex B – a brief report of incidents, year to date

Overall picture - quiet

It has been a remarkably quiet first half of the year

There are only 35 incidents on record – less than half of the preceding four years by 21 June.

Our view current is that it is due to the lockdown

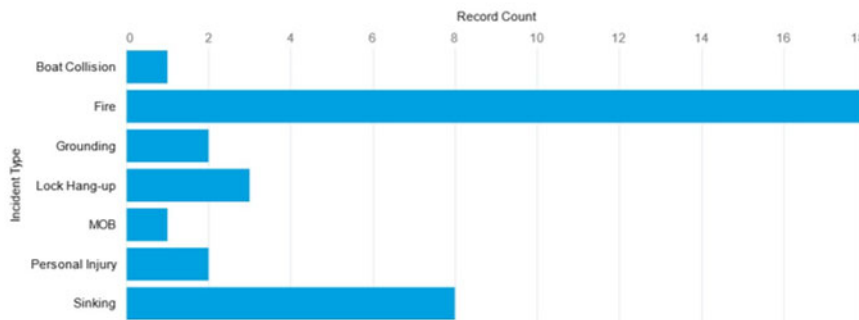


BOAT SAFETY SCHEME
Go Boating - Stay Safe

BSSAC – Incident Report YTD

2

Overview of Incidents



BOAT SAFETY SCHEME
Go Boating - Stay Safe

BSSAC – Incident Report YTD

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