



BSS Management Committee – G2 Confirmed Notes

BSSMC #106, 19 MAY 2022 - ZOOM CONFERENCE

Present:

BSSMC Exec

Chair
 BSS Manager
 Canal & River Trust Representative
 Environment Agency Representative
 Association of Inland Navigation Authorities

BSSMC Non-Exec

Marine Trade Representative
 Broads Authority
 BSSAC Chair
 Examiner Body Representative

Other

BSS Business & Technical Manager
 BSS Communications Manager
 Notes writer

Apologies

BSS Support Executive
 BSSTC Chair
 User Group Representative

Actions Agreed:

Item	Action	By Whom
106.2.1 (105.4.5)	AINA working group brief on non-private boats requirements review. Final version will be circulated to this committee with the meeting notes	AINA Representative & BSS Office
106.2.1 (105.5.1)	Updated BSSMC, BSSTC and BSSMC terms of reference. Review progress at next meeting.	Chairs of BSSAC, BSSTC & BSSMC
106.2.1 (105.6.17)	BSSAC tasked with continual review of any risks regarding the frequency of BSS Certifications.	BSS Office /BSSAC
106.3.1	The Executive tasked the BSSTC committee to consider MAIB Report to consider the recommendations.	BSSTC
106.4.2	Check will be made to see if the Chair of the British Marine Inland Boat Building (BMIBB) has been contacted to the join the BSSTC Electrical subgroup (ESG)	BSS Business & Technical Manager
106.5.1	BSSAC working group will advise first thoughts by the end of the year in regard to Examiner Conditions of Registration (CoR) review.	BSSAC Chair and working group
106.8.2	BSSMC Chair suggested an in-person meeting for 13 December 2022. Please advise the Secretariat by email your availability and preference for a meeting in person. Reply by 30 June 2022.	ALL

Notes of Meeting:

106.1 Introductions & Apologies

106.1.1 The Chair welcomed the new Examiner Body Representative.

106.2 Notes of the last meeting and matters arising not otherwise taken on the agenda – [Doc E1, BSSMC #105, previously sent]

106.2.1 **105.4.5 AINA working group brief on non-private boats requirements review.** Update from AINA Representative. Final report issued in the last week to the BSSMC and Executive Committee. Will steer the BSSTC.

105.5.1 Terms of Reference BSSAC Chair advised that the drafts have been done. BSSMC will consider their Terms of Reference after BSSTC have ratified theirs to ensure consistency.

105.6.17. The MC agreed that the BSSAC undertake a strategic review of risks to the scheme based on reliable accurate and complete data from examinations. The purpose of the review is to identify any priorities that the scheme may need to review with navigation authorities and stakeholders and reflect in its future business plans.

106.3 Report of the Executive Members pre-meeting

106.3.1 The Chair advised that the BBS Executive reviewed the end of year finances. The accounts balanced and have been verified by the Executive committee. *BSSTC*

The joint owners and the BSS Office received an open letter from an Examiner raising questions and concerns regarding risks. It is being reviewed and we will be responding in full to this letter.

The MAIB Report into the fatal overboard incident from the Diamond Emblem hire boat has been published. The Executive discussed the findings and tasks the BSSTC committee to consider the recommendations.

106.5 Report from the Chair of the BSS Advisory Committee [Doc D1, BSSMC #106]

106.5.1 BSSAC Chair advised Examiner Conditions of Registration (CoR) are up for their routine review. Suggested to set up a small working group from the AC committee with key representatives and look at the wider implications of the scheme to keep it an attractive proposition for new people to come into. The Chair asked for comments and a discussion ensued. There is not a lack of Examiners as such, however there are a few gaps in geographical and commercial coverage and a natural loss of approx 10% annually. *BSSAC Chair and working group*

BSS Manager confirmed current Examiner numbers: 102 existing cohort + 3 more finishing training; new cohort 23 registered and 10 finishing training. A record number of Examinations took place last year.

BSSAC Chair advised it will be a 12 to 18 month project, with the scoping study to look at the core issues.

The Chair advised that the BSSAC Chair has full support of the committee and asked that the working group will advise first thoughts by the end of the year.

106.4 Report from the Chair of the BSS Technical Committee [Doc C1, BSSMC #106]

106.4.1 The BSS Business & Technical Manager spoke on behalf of BSSTC Chair. Further to the report. ECP work progressed over the last year and is now out to public consultation. The AINA report now with the committee which will give a good steer for future work of aligning the 2002 standards and we will produce a scoping document to go back to AINA to get signed off. The MAIB report will be looked at by the committee.

- 106.4.2 The Marine Trade Representative asked if the Chair of the British Marine Inland Boat Building (BMIBB) has been contacted with an invitation to join the BSSTC Electrical subgroup (ESG). The BSS Business & Technical Manager, thought that he had been invited, but will check. *BSS Business & Technical Manager*
- 106.4.3 The Marine Trade Representative referred to item C - the IET sub-group in regard to their set of guidelines. Concerned it is another set of guidelines and where does this fit with the BSS. The BSS Business & Technical Manager advised that BSSTC have produced a paper and will be watching closely.
- 106.6 Report concerning the BSSMC Exec Panel case hearings 11 May [Docs F1/F2, BSSMC #106, attached]**
- 106.6.1 The AINA Representative advised that there were two case reviews last week by the panel. In both cases the Examiners were not present, although both had initially responded in part accepting culpability to the allegations against them and had both subsequently resigned from the scheme. Unanimous in their decisions. Recommended Examiner 1 to be permanently excluded from the scheme. Recommended Examiner 2 should he reapply within 12 months there were training stipulations, or after 12 months then more stringent training stipulations.
- 106.6.2 There is an outstanding case for the panel to be undertaken. Examiner 3 has also resigned and the case will be completed next time.
- 106.6.3 This committee has verified the case review papers for Examiners 1 and 2 and agrees with the recommendations.
- 106.6.4 The Marine Trade Representative asked if BSS Quality Assurance is working effectively. The BSS Manager responded advising training is universal and standardised across all practicing Examiners. Indicators point to behavioural traits as possibly being the key issue. Support for Examiners is being expanded, for example to include a planned schedule of Technical bulletins.
- 106.7 Report from the BSS Manager - [Doc E1, BSSMC #106, attached]**
- 106.7.1 Performance of Examiners. There were 17457 Certifications made during the last financial year, which is a record amount and represents a tremendous amount of hard work by BSS Examiners. The Chair and committee members are deeply appreciated of all Examiners efforts in this respect.
- 106.7.2 The list of the most common non-compliant checks and was largely unchanged. They comprise: ventilation issues, CO alarms, insecure batteries and leaks from LPG systems. The Examiner Body Representative noted that as ventilation issues are advisory, they are often repeated found as non-compliant.
- 106.7.3 Examiner Insurance PI and PL update. Previously we had 3 block type policy providers, now there are only 2, both of which are underwritten by the same company. This represents a risk to be constantly monitored. The BSSAC Chair suggested that we maintain a dialogue through our insurance advisor with the underwriters about our Quality Assurance procedures to manage risks downwards.
- 106.7.4 Recruitment of trainee Examiners has been good. The withdrawal of Examiners in March has left a shortfall of Examiners that are Gas Safe registered, in some areas. Additionally, Hire Boat Requirements training for Examiners is planned for Autumn this year.
- 106.7.5 Through our QA programme, we are constantly monitoring data, which has identified:
- New Examiners pass rate of 46.4%.
 - Existing Examiners pass rate of 73% with 16 Examiners passing over 90% of their examined boats, which is being monitored.

The Quality Control programme has been renamed the Quality Assurance programme to emphasise that it is a support programme.

It is the intention to increase support for Examiners by providing 50 Desk Top Assessments and 50 Field Assessments during 2022.

106.8 Proposed dates of BSSMC meetings in 2022 –13 December (#108)

106.8.1 (Meeting #107 will be held by way of reports towards the end of July 2022). BSS Manager suggested moving papers meeting to early September. All agreed. Date TBC.

106.8.2 BSSMC Chair suggested an in-person meeting for 13 December 2022. Please advise the Secretariat by email your availability and preference for a meeting in person. Reply by 30 June 2022. *ALL*

106.9 Any other urgent business

106.9.1 The Marine Trade Representative spoke about risks regarding the MAIB reports and advised that we the Marine Trade along with the Navigation Authorities will engage with the BSS Committees on the MAIB recommendations.

106.9.2 The Examiner Body Representative thanked the Chair for inviting him onto the committee.

106.9.3 BSS Communications Manager provided an update for the Annual Incident Report in regard to a fatal overboard incident in 2019. The coroner advised that the accident was inconclusive.