

Boat Safety Scheme  
National Waterways Museum Ellesmere Port,  
South Pier Road,  
Ellesmere Port,  
Cheshire, CH65 4FW  
Tel: 0333 202 1000  
bss.office@boatsafetyscheme.org  
www.boatsafetyscheme.org



## BSS Management Committee – Confirmed Notes

### BSSMC #108, 13 DECEMBER 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  
BSSAC Chair  
BSSTC Chair  
Examiner Body Representative  
User Group Representative

##### Other

BSS Business & Technical Manager  
BSS Communications Manager  
BSS Secretariat

##### Apologies

BSS Support Executive

#### Actions Agreed:

Item	Action	By Whom
108.2.1 (106.2.1)	BSSTC and BSSAC terms of reference updated. BSSAC to action the BSSMC terms of reference for next meeting.	<i>Chair of BSSAC</i>
108.2.2 (106.3.1)	The Executive tasked the BSSTC committee to review MAIB Report to consider the recommendations. Awaiting British Marine to complete their investigation. The Marine Trade representative was unsure what the BSS was waiting for.	<i>Marine Trade Representative</i>

## Notes of Meeting:

### 108.1 Introductions & Apologies

108.1.1 The Chair welcomed the new Environment Agency Representative, Manager of the National Navigation Team (job share).

### 108.2 Notes of the last meeting and matters arising from meetings #106 & #107 not otherwise taken on the agenda – [Docs B1, BSSMC #106, previously sent & confirmed]

### 108.3 Report of the Executive Members pre-meeting

108.3.1 The Chair advised that the BBS Executive reviewed the finances. Income and expenditure are as expected. Currently 136 registered Examiners and 24 trainees. Certificate numbers in line with projection, however being closely monitored.

### 108.4 Report from the Chair of the BSS Technical Committee [Doc C1, BSSMC #108]

108.4.1 Several complex issues were identified in the report. The committee in the last year has reverted to normal business after finishing the ECP work. The BSSTC is looking at new technologies including but not limited to lithium batteries. In relation to this there is now an ISO standard which may provide us with some guidance moving forward. Insurance companies are now stating that lithium batteries should be installed in accordance with manufacturers recommendations. The Electrical sub-group will be looking at this to cover off the technology in the near future. There are fire concerns but no history of incidents in the last year to our knowledge.

*TC Chair to lead subgroup in relation to Lithium Technology*

108.4.2 Commercial boat standards: we have seen the AINA paper. The committee have some concerns about the proposals. The BSSTC Chair has written to the BSS Manager expressing this view. There is a long way of doing it, which may take years and years. What we need is the requirements for the latest ECPs for fire and gas etc. quickly implemented on commercial boats.

*BSS Manager to email AINA representative*

108.4.3 The Chair asked about lithium batteries, how long will it take to implement standards. The BSSTC chair responded 1 or 2 years with 2 issues: fire risk, difficult to put out; boat owners DIY with components from the automotive industries etc. not properly engineered. The Marine Trade Representative advised there are two separate standards for new builds: the lithium-ion one which is a technical standard (quite loose) which is due to be turned into a full ISO standard, the work is ongoing; and electric propulsion drive itself. Any conversion which changes the physical propulsion would trigger the necessity for a post construction assessment of the vessel. The Examiner Body Representative has contacted several of the main suppliers of lithium batteries and only one gave instructions for boats in regard to following manufacturer's instructions. The BSSTC Chair advised that we should be communicating with the boating public through press releases and newsletters for example, to caution people about this. The BSS Communications Manager suggested the need to communicate to boat owners by a joint approach with navigation authorities and the marine industry. The Chair asked the BSS Manager regarding revising ECPs, what from the BSS point of view would need to be done to approach this and understand any kind of legislation and regulation, where defined standards may be coming from and how it will feed through to BSSAC and BSSTC. The Marine Trade representative offered his assistance in this matter.

*BSS Manager and Marine Trade Representative to look at how to approach this.*

**108.5 Report from the Chair of the BSS Advisory Committee [Doc D1, BSSMC #108]**

108.5.1 BSSAC Chair advised they have considered the meeting format which has resulted in one meeting in person without the opportunity to dial in and two meetings on-line.

108.5.2 Conditions of Registration (CoR) will undergo routine review. Initial scoping study recommendations have been undertaken by a working group from the Advisory committee with thanks. It will be a 15-to-18-month project to look at the following core issues:

1 – Formal written agreement. The Examiner Body Representative fed back that members do not want a written agreement but are happy to refer to terms on the BSS website. All Examiners are independent, and their contact is between the Examiner and the boater. The working group will look at what is achievable.

2 – Timing and Frequency. Look as widely as possible. There will be a period of data collection and will come back to the committee in 15 to 18 months' time. Need objective data and have a risk based rational.

The Chair stated the need for reliable, accurate and complete data, specifically in respect of the 4 yearly certification regime.

The BSSAC Chair asked the BSSMC to ratify the scope for the working group. Ratified.

108.5.3 BSS Examination Checking Procedures are almost ready for BSSMC ratification. There was part of an Annex not put to BSSAC and therefore is not yet complete, however it will be shortly. The BSSAC Chair requests that assuming nothing new, it will be sent electronically to all on this committee for sign off.

*BSSMC to sign off*

**108.6 Report from the BSS Manager – [Doc E1, BSSMC #108]**

108.6.1 BSS Examinations. Certificate numbers are as anticipated The Examiner Body Representative enquired if it would be relevant to have the 2018 figures to compare. The Communications Manager advised that the bounce back from Covid unevenness the cyclical event.

108.6.2 Case Investigations. The BSS Manager summarised the report. The Chair would like to look at the common themes and challenges. The BSS Manager advised that a synopsis of the trends is undertaken on an annual basis, which coincides with the end of the financial year. The level of complaints was as expected following the changes in ECPs. The Examiner Body Representative stated that boats that complied in the past may not comply now, not due to changes but due to interpretation. Professional judgement has now been removed and replaced with transparency.

108.6.3 Examiner Training

i) Existing Examiner Training. Some Examiners are behind schedule, and they have been written to through BSS Training. Date for full completion 18 December 2022. BSS Manager and Examiner Representative to review the possibility of an extension.

*BSS Manager and Examiner Representative to review timescales.*

ii) 2022 New Entrant Training Programme. 19 of the 23 have now undertaken their End of Programme Assessment.

iii) 2023 Training Programme

i) New Entrant Training Programme. Earlier marketing campaign. A number of females have expressed their interest in the programme. The training will again comprise on-line modules and attended learning at Norwich, Evesham and Crick between March and November.

- ii) Hire Boat Course Training. January, February and March 2023. Comprising on-line learning and for new Hire Boat Examiners attended learning at Alvechurch.
- iii) Smoke Alarm Training. The Examiner Body Representative asked can the training final date be put back to the end of March 2024 in line with re-registration. Also, this will mostly be covered in the HBR course training. The BSS Manager said we will look at what date best suits, whether that be autumn or later on.

108.6.4 BSS Brand Guidelines as part of the website review and mobile app development. Our guidelines are currently under review and ratification.

108.6.5 Business plan 2023/24. It is proposed that costs will increase in accordance with the Trust's model:

- i) Examiner Annual Registration fee will increase to £230.00.
- ii) BSS Certificate costs will increase to £54.24.
- iii) New Entry Training Programme increased to £5,949.00, payable in three stages.

108.6.6 Communications with a collection of practitioners outside the BSS Committee policy & process were discussed. All communications must follow process and procedure referring to in the first instance, the Examiner Body Representative or the BSS Secretariat.

The Examiner Body Representative reminded the BSS Manager that the results of the Examiner survey should have been published by the end of October. The Chair asked for this to be taken offline and asked the BSS Manager and Communications Manager to liaise with the Examiner Body Representative and determine when this information will go out.

*BSS Manager,  
BSS  
Communications  
Manager  
and Examiner  
Body  
Representative*

108.6.7 Quarterly Report of incidents and accidents recorded – [Doc E2, BSSMC #108]

The Chair suggested a webinar-based workshop with the Navigation Authority to get more information about incidents and accidents. The Chair and the BSS Communications Manager to produce a list of names for the Chair to move forward.

*The Chair and  
the BSS  
Communications  
Manager*

The User Group representative suggested that it is the boat owners who are the biggest reporters of incidents and accidents. Opportunity to produce some sort of simple reporting tool. The Chair asked the BSS Communications Manager to draft a simple ask for boaters: Stating what is required and how they can communicate this. The Chair will pass on the information for the Trust boaters update and share with the EA representative, the AINA representative and the Broads Authority representative.

*BSS  
Communications  
Manager*

**108.7**            **Date of next BSSMC meeting in 2023 –11 April (#109) postponed to 4 May**

**108.8**            **Any other urgent business**

108.8.1            The User Group Representative raised the BSSTC replacement. Read the role and profile document. BSS Manager advised there is a vetting process. Vetted by the BSSMC Executive members for a short list for interview. The interview is by the BSSMC Executive. The BSS Communications Manager was asked to get this resent.            *BSS  
Communications  
Manager*

108.8.2            The Chair thanked the Chair of the BSSTC committee on behalf of the scheme for his long service and support. Specifically for their drive for professional standards.