



26 August 2015

Dear BSSMC member,

Combined Reports in lieu of meeting BSSMC #86 [Doc A1, BSSMC #86]

This series of PDF documents contain reports in lieu of meeting #86 of BSSMC.

The BSS Manager's report [Doc B1] highlights/identifies for members any significant initiatives, issues or outcomes that have arisen since the last BSSMC meeting, including those drawn from the activity reports.

Perhaps the main item needing action is your part in the selection process for the new BSSAC Chair. As you may be aware ***** has moved on from the role of BSSAC Chair after eight years and you have the task to choose between two candidates for his replacement. The BSSMC Chair is to communicate separately with you on this subject over the next few days.

I apologise for the lack of a quarterly report on incidents and accidents. This is due to competing priorities and ongoing efforts to achieve incident causal information. A short summary of significant events is included in the BSS Managers report. The quarterly report will be forwarded as soon as it is ready to send out in two weeks or so.

As you know this meeting is by way of reports only, there is no action upon you to respond to anything, but my recommendation is that if you have comments to make please provide them by the end of September and I'll share these with the Chair prior to dissemination to members.

Remember that a meeting can be called, by agreement of the Chair, if members consider one is necessary. Also remember that it is always open for members to identify issues and request they be placed on an agenda.

The unconfirmed notes of BSSMC #85 were sent out in early June have been sent by separate email and as no comments were received, should now be considered confirmed.

The following documents are included in the reports attached.

- A1 Reports in lieu of meeting BSSMC #86 (introduction)
- B1 BSS Manager's Report - initiatives, issues and outcomes
- C1 Report from BSSTC Chair
- D1 Quarterly BSS Quality Management Activity Report
- E1 BSS Advisory Committee Chair Vacancy
- E2 + E3 CVs of two candidates
- F1 Quarterly & Annual Financial Report
- G1 Report from BSSAC Chair

BSS Secretariat

26 August 2015



25 August 2015

Dear BSSMC member,

BSS Manager's Report – updates and outcomes [Doc B1, BSSMC #86]

Members are invited to comment on any intended actions associated with this report.

a. BSS hire boat requirements consultation – the public consultation will begin in early September and is to last ten weeks. The format of the consultation has been shared with CRT, EA and the Broads Authority and agreed as meeting individual navigation authority consultation criteria.

We are consulting on the following two elements to the proposals.

- a) the introduction of six new BSS hire boat requirements.
- b) the BSS private boats requirements should be adopted as the basis of BSS requirements for hire boats. This proposal includes:
 - the formal adoption for hire boats of the 23 additional or more onerous BSS private boat requirements introduced in recent years.
 - the amendment of a further five of the existing BSS hire boat standards.

The ten week consultation period is slightly less than the normal 12 week period and the shorter period as a balance between the following factors:

- i. in view of the close engagement with hire trade and hire operators leading up to this consultation during the Hirer Safety Review and with the stakeholder groups represented on the BSS Technical, Advisory and Management Committees;
- ii. in recognition that hire operators may be busy hiring boats during the height of the summer and may not be in a position to comment until later in the consultation period;
- iii. the need to finalise any new requirements early in 2016 to allow operators time to implement the changes in time for their proposed introduction date - April 2016.

With the level of engagement we need to be clear about the purpose of the consultation. The purpose of the consultation is to a) ensure the proposals for change are subject to comment from the full range of hire operators affected, b) help verify that there are no unintended consequences of a proposal, or proposals in general, and c) to receive views on the reasonableness of the implementation timescales.

The consultation is to be launched on Friday 4 September and will close on Friday 13 November 2015.

We will produce a summary of the views expressed, and our draft responses, to committees very soon after the conclusion of the consultation period and we will hopefully be able to publish that

response by Friday 18 December 2015, following the BSSMC meeting on Tuesday 15 December. The response will be published on our website.

A communications campaign will promote the final agreed changes in very early 2016.

BSS Examiners will be training to the changed requirements during February and March 2016 and the revised BSS requirements for hire boats are intended to come into effect from April 2016.

You may recall from the last BSSMC meeting that there were two outstanding technical issues to resolve, namely:

- i. weed hatch opening height measurement. This is resolved in favour of British Marine's April suggestion to BSSTC.
- ii. the need to ensure examiner objectivity in any check for the slip-resistant surfaces adjacent to designated hire boats crew areas. BSSTC have supported a consultant's report that concludes that training of examiners to remove subjectivity is achievable.

b. Hire Boat Code revision update

As a reminder the Hire Boat Code revision is being undertaken through an AINA-facilitated group to allow the code to be introduced as a hire boat licensing condition for those navigation authorities that choose this route. The stability and freeboard testing element of the code is probably the most significant safety aspect of the code and the BSS supporting two consultants helping to simplify the testing to allow hire operators to self-certify to the testing.

I must report that finalising the revised code ready for consultation is delayed because the task to simplify the stability and freeboard testing of hire boats is continuing and has turned out to be a very complex task. Resources well beyond those envisaged have been allocated to this project that has involved almost a line by line analysis, review and interpretation of the existing Hire Boat Code *Appendix 3 Stability, Buoyancy, and Freeboard Requirements*. The detailed work is essential in order to ensure the results of the simplified testing are both accurate and credible.

This work has thrown up and continues to identify challenges for the stability working group and as the work has progressed the simplification of the two alternative tests for hire operators has been achieved and even the level of simplification enhanced.

BETA-testing of the two tests that can be carried out by competent hire operators and involving up to eight hire operators is envisaged to begin in mid-October.

The following is an indication of the project work still to be undertaken:

- a) The stability appendix is not yet finalised and continues to be refined. Refinement and finalisation is with BMF's consultant to deliver. Note that due to ill health the continued involvement of the BMF's consultant is unclear;
- b) Further work identified concerning the Simplified Freeboard Test and Simplified Stability and Freeboard requires re-trialling undertaken before the spreadsheets and 'how-to-guides' finalised. Envisaged by end of September;
- c) BETA testing is to be completed and lessons incorporated [end of October];
- d) Design class development work needs to be concluded [end of September];
- e) The web-based facility needs to be delivered to support the two hire operator tests [by mid-October];
- f) The General Stability Test spreadsheet and documentation needs to be further developed and finalised [end of October] and then training of authorised professional marine surveyors can be planned.

At the moment there is no planned date to begin consultation on the proposals or implementation date.

c. BSS staffing -The BSS Quality and Technical Manager reduced his days per week to three as of the beginning of August, as part of his rundown to retirement.

In line with the business plan, the post of BSS Business and Technical Manager was advertised from April and following a slow start, nine applicants applied. Interviews took place in July and the post has been offered and accepted by the successful candidate. The start date is subject to negotiating the notice period with the candidate's current employer.

The current shortfall in cover is being made up by consultants as necessary and staff resource has been further stretched as two of the team have recently had periods off recovering from minor surgery. The BSS operation has not been unduly affected however project delivery dates have suffered.

d. Incidents and accidents since the last BSSMC meeting – the headlines are that there have been three recent serious incidents linked to the use of petrol have seen nine people needing hospital treatment, two other people injured and eight boats damaged or destroyed. All appear linked to the behaviour of the boat owner rather than any construction or equipment issues.

One incident indicates a continued need to ban gas fridges on petrol boats and raises a question about a need for a proactive enforcement regime between BSS examinations. Another incident was caused by petrol being dispensed into a toilet pump-out deck fitting located around one foot away from a clearly marked petrol filling point.

As a reaction to the events, the BSS have supported the EA, and all interested navigation authorities, with petrol safety campaign materials and a media and social media campaign.

Since the end of March there have been 21 recorded incidents involving boats being hired or let. 2 collisions, 3 fires, 2 groundings, 1 locking incident, 5 MOB (includes two fatalities), 1 navigation error (possible insufficient training), 1 personal injury (serious crushing), 1 sinking and 4 strandings (one mechanical failure and three cause tbc)

It is regrettable that one incident involving a MOB resulted in a fatality on the Thames and another MOB fatality incident on the Broads was initially believed to be a heart attack, but is now being looked at more closely. The BA is to obtain further information from HM Coroner when available. The third reported MOB incident resulted in the person being checked by paramedics and returning to the hire boat to continue the holiday. A fourth potential incident was the sighting of a man dangling a very young child over the rear of a narrowboat.

Three fires have been recorded one involving a fire starting in the battery area of an electrically propelled day boat one is believed to be deliberate and another is yet to be confirmed.

Two collisions have also been recorded the first being recorded as operating error and the second collision linked to excessive alcohol intake.

Concerning the two groundings, one required the fire and rescue service to attend and the RNLI were sent to the second incident. One vessel was under way and the second was approaching a lock at the time and both have been recorded as operator error.

The strandings included two Broads-based boats getting stuck under bridges, one recorded as a mechanical failure that left the boat without power or steering. Another Broads-based hire boat was navigating at night, at speed, and without lights and hit the bank. Why this happened has yet to be confirmed. Coastguard and lifeboats attended all these three incidents and the police was requested to attend the last one. A passenger required bankside first aid. One boat on a northern canal got stuck on mud for reasons not detailed in the CRT database.

Anticipate the usual quarterly incident and accident report in three weeks.

e. Carbon Monoxide safety on boats – update

The BSS/CFOA bid to Gas Safety Charity - was rejected and is being re-modelled. The project's purpose remains to improve boat CO safety through the use of a co-ordinated national campaign intended to deliver and maintain behavioural change, campaign that will increasing use research to target those boaters most at risk. This will ensure a co-ordinated delivery of the recommendations from the MAIB report and APPCOG's from 'Awareness to Action' report.

Without Gas Safe Charity funds supporting project leadership and to deliver outputs, the initiative is almost certain to fail because neither BSS nor CFOA are set up to deliver such a big project. I remain optimistic that the bid will eventually succeed and the campaign launched early next year.

The concept of BSS Examiners as CO safety ambassadors – is moving carefully forward. The proposed role change is accepted in principle by BSSMC and by the main examiner representative bodies. The role change is to be promoted at a series of regional meetings to all BSS Examiners this autumn. The next stage is to assess the reaction to the proposal and the impacts of it, before making the role change formal. Implementation is targeted for January 2016

The main impacts would be the change to the role and responsibilities of BSS Examiners to which they could be held accountable. Another significant impact would fall upon boat owners in view of the added time and cost of BSS examinations. Once again in principle the national boat user groups are behind the proposal but need to be sure about the actual cost impact.

Another significant factor being moved forward is the need for all BSS Examiners to undergo training and assessment to ensure that BSS Examiners can target authoritative CO safety information to the boat owners they meet, including concerning the promotion of CO alarms. We are planning to provide a compulsory E-learning training and assessment course to deliver examiners an enhanced understanding and awareness of CO in boats. We have engaged with providers to develop the E-learning course material which will be based upon our boat CO safety awareness leaflet.

Examiners to record CO alarms on boats – in order to measure the effect of the CO campaign and the role of examiners within that, we need to gauge the improvement in CO alarm take-up amongst inland waterway boat owners. As agreed last time at BSSMC, BSS Examiners will begin to record whether a boat has a certified CO alarm on-board and whether the test button confirms the alarm is functional. The change will align with the introduction of Salesforce V6 due by the end of the year.

BSS Gas Safety Trust Four-gas Analyser bid – we plan to deploy 20 or so four-gas analysers with the busiest BSS Examiners in order to a) help determine 'inherent CO level' research information and b) to assess whether BSS Examiners should be supplied with this kit all of the time to support their health and safety at work.

Concerning any wider risks the use of the analysers will also determine oxygen depletion, carbon dioxide and flammable vapours (LPG or petrol). Over the two years of the project this will likely cover well over 16000 boats out of the inland fleet of an estimated 75000.

BSS Gas Safety Trust 'social research' bid – we plan to support a bid for GST funding for 'social research' undertaken by specialist social research market researchers. The aim in the first instance is to evaluate the boat owner interventions, such as undertaken by fire and rescue service (FRS) personnel and BSS examiners. The project will likely be staged, live-aboard boaters being prioritised. It will likely mean that researchers will shadow FRS personnel and BSS examiners engaging with boat owners to conduct a survey and then returning six months or so later to find out if behavioural change was maintained. From this work it will become clear if our interventions are effective and if not, what improvements can be made, specific to each boat owner sector type.

The Cranfield University CO project - has started with a researcher and PhD student in place to support the project. BSS have committed £15K per year for two years to contribute finance to the research.

The premise of the project is that public awareness campaigning should be accompanied by an effort to improve the safety of the products that cause the danger and the environments they function in, based on proper fundamental and applied research.

f. Lake District and the BSS - The BSS Quality Management activity plan includes an action to formulate a plan to promote the BSS to the Lake District and Loch Lomond (& others) and implement it.

The BSS Manager met with two representatives of the Lake District National Park Authority (LDNPA) in March. As of the end of May their position was to *not continue consideration of the MAIB recommendation for the time being, because this could prejudice the unresolved Court case regarding charges of manslaughter against the boat owner. This is a risk that requires mitigating by postponing any activity around exploration of the MAIB recommendation until this associated Court case is concluded. The case is not due to be heard until 5 October 2015.*

The next stage of the BSS action plan will follow the outcome of the Court case

BSS Manager

25 August 2015



25 August 2015

Dear BSSMC member,

Report from BSSTC Chair for BSSMC [Doc C1, BSSMC #86]

A meeting of BSSTC was held on Tuesday 22 April.

The following update is provided:

a) BSS hire boat requirements and Hire Boat Code - update

Separate hire boat consultations - The decision to separate the public consultation on the BSS hire boat requirements changes from the planned navigation authority consultation on the revised Hire Boat Code (HBC), although understood was met with disappointment. Members expressed the view that they regarded the two initiatives as one package and although there is recognition of the advantages of a separate BSS consultation, there is a strong view that the initiatives need to come together as soon as possible, not least because two of the six BSS hire boat requirement changes are, at present, dependent upon the adoption of the HBC stability and freeboard testing regime.

BSS Hire Boat Weed hatch height measurements – the latest suggested text suggestion for the relevant ECP ‘Applicability’ from British Marine was agreed by a majority vote, as set out below.

Applicability – where a weed hatch opening height above the normal laden waterline is found not to comply with this requirement but the vessel is CE marked according to the RCD and the Declaration of Conformity references ISO 12217-1:2013 or ISO 12217-3:2013 as the Harmonised Standard meeting the RCD Essential Requirement 3.2, 3.3, and 3.5, examiners should contact the BSS Office for guidance.

A fast-track safeguard procedure, in the event a hire operator challenges the examiner’s decision concerning the boat weed hatch opening height arrangements, was discussed and agreed by majority vote. It was emphasized that, where appropriate, hire boats should be allowed to continue operating whilst any dispute was being addressed.

Proposed new slip-resistant surfaces requirement - The ECP regarding slip resistant surfaces returned to the committee due to concerns about the potential level of examiner subjectivity in applying the draft check as currently worded. An initial consultant’s report was discussed at the meeting and comments recorded.

A further report from the consultant was well received and concludes that training of examiners to remove subjectivity, is achievable. For each surface type it is feasible to train examiners to identify where slip-resistance properties have been reduced significantly (degraded).

From the exercise the following pointers are being used to guide the completion of the project:

- i. It is anticipated that nearly all surface types will be covered by training, however examiners should ring the office in circumstance where they are suspicious (following discussions with the operator) that no slip-resistant surface is applied to crew areas or where the training does not support an assessment of any degradation. The BSS Office will follow up with the hire operator and ensure surface is fit for purpose or require a replacement surface. It is essential that the Examiners themselves will not be arbiters of slip-resistance.
- ii. We should not lose sight of the fact that boats built to RCD will have slip-resistant surfaces applied to 'working decks' and so we should not adopt a position that is in conflict with the directive. The planned approach aligns as best we can.
- iii. A SLIPALERT tool has been used to establish some base data and to provide re-assurances underpinning BSSTC views. Those surface types not yet tested using the SLIPALERT tool will now be tested.
- iv. The work being undertaken by the consultant will enable the BSS Office to support and guide hire operators to choose appropriate and best practice surface types.
- v. Concerning last checking action in the draft ECP, we should add 'visually' to the check i.e. *Visually check the condition of all slip-resistant surfaces.*
- vi. Training material should include surface samples as well as good photos.
- vii. Once the training material has been developed the wording of the 'applicabilities' within the draft ECP should be re-visited

RCD testing of hire boats - The project is clear to move to testing phase involving the testing of RCD units over a wide range of hire vessels in a number of different locations. The testing outcomes will be co-ordinated by the BSS consultant and a report and any recommendations will be provided to the committee at the next meeting. I understand that the start is delayed due to concerns that the BSS finances are over-stretched due to the support for the HBC stability project.

b) Draft risk review and assessment paper, CO alarms on private boats? – the risk review and assessment paper (RRAP) looking at carbon monoxide alarms on private boats was reviewed by members. The paper was provided at the request of the BSSTC Chair to compare the outcomes with the recent hire boat RRAP on the same subject. The draft report concludes that there is insufficient justification for mandatory CO alarms on private boats. Members were asked to comment further on the RRAP paper and then it can be amended to become a BSSTC document and shared with BSSAC. This is linked to the initiative to improve the BSS Risk Management Process and can be used to help validate process improvements.

c) Current activity – likely to be agenda items at the next meeting in November

One technical appeal is going through now concerning a non-standard joint on a 1970's LPG installation, and I'm informed that other appeals are lining up for members' to consider.

Other significant papers to arrive at BSSTC concern:

- i. Comparative testing of methods of assessing LPG tightness
- ii. The new Petroleum Regulations and alignment with BSS petrol storage requirements
- iii. Whether to introduce testing of flame supervision devices on LPG hob burners
- iv. CO risk from engines and generator exhausts

BSS Secretariat, subject to change by the BSSTC Chair

25 August 2



25 August 2015

Dear BSSMC member,

Quarterly BSS Quality Management Activity Report [Doc D1, BSSMC #86]

The BSS Office is no longer producing a separate quarterly BSS IT and Quality Management reports.

Instead, this document reports against agreed planned activity in furtherance of quality management improvements.

The report against planned quality management activity allows BSSAC/MC to monitor progress against the plan and comment on any variances to the plan which are in support of continual improvements to the BSS 'Core Processes'.

Quality and Technical Manager

Please note tasks marked as complete on previous report are removed from current listing below. Tasks added since the last meeting are marked NEW.

Planned activity	Quarterly update against plan
1 - What the BSS does	
2. - BSS values and vision	
2.2 - Formulate a plan to promote the BSS to the Lake District and Loch Lomond (& others) and implement it. Includes the use of lobbyist consultant. Deliverables – implementation by end of 2014, all navigation authorities participating by end of 2018	Plan developed and implemented. GW to update meeting following his March 2015 visit to a Lakes boating meeting. Due to legal proceedings being delayed no action will take place until Nov 2015
3 - Ensuring effective and efficient decision making	
3.1 - Introduce the use of a web-based tool to support committee members consider, deliberate and explore work topics and develop recommendations, monitor BSS performance against agreed targets/benchmarks; with increased timeliness and effectiveness. Deliverable – facility trialled up to June 2014 and fully implemented by end of 2014	Behind schedule and delivery moved until 2015 delivery. Facility and site being built in-house as off-the-shelf packages are not regarded as adequate for our needs.
3.3 - Further develop data sets to support committee recommendations/performance	Ongoing

monitoring. Deliverable – subject to continuous improvement	
3.4 - The Scheme's key processes and procedures are published the committee member's website and subject to periodic review by BSSAC. Deliverable – fully implemented by end of 2014.	Now planned for 2015 – subject to 3.1 above.
3.8 - Carry-out an EFQM quality management audit in order to benchmark the overall BSS quality management approach and to underpin a review of the BSS Quality Management Commitment. Including an assessment of how IT can be used to support BSS performance monitoring. Deliverable – fully implemented by end of 2015	Task planned for 2015 First audit 80% finished. Ongoing
4 - Delivering effective and efficient business planning	
4.1 New process for monthly invoicing.	Start April 2015. March April and May successfully processed. Automatic monthly monitoring now in in place.
5 - The BSS Office performance objectives	
5.1 - the BSS Office develops resilience plan to counter the threat to the Scheme's continuity presented by the age profile of the team and any other threats. Deliverable – BSS Resilience Plan in place by March 2014	Behind schedule – Now planned for late year 2015. BSS to become a pilot team for the planned CRT initiative – BSSMC report planned for March 2016 - NEW.
6 - Focussing on continual improvement the BSS Core Processes - Delivering Consistent BSS Examinations	
6.1 - Engage a Quality Management consultant to help deliver the BSS Examiner Development Strategy by May 2014	Consultant located but no contract raised. Now planned for 2015 after internal audit and once new team member is in place.
6.2 - As a prerequisite to the above bullet, carry out a self-audit the BSS Office against ISO 17020 and 17024 by April 2014	Behind schedule – Now planned for mid-late 2015 and once new team member is in place..
6.3 linked to the bullet immediately above, use Salesforce as a primary delivery tool – for BSS examiner performance monitoring and for delivering e-learning. Deliverable – continuous improvement supported by the BSS Business Plan. To include this financial year: <ul style="list-style-type: none"> • reduce reporting after 48 hours by 50% • reduce incorrect reporting by 80% 	<ul style="list-style-type: none"> • Target being met • Target parameters being re-written

<ul style="list-style-type: none"> • reduce zero fault reporting by 25% 	<ul style="list-style-type: none"> • Target being met
<ul style="list-style-type: none"> • manage introduction of new single sign-on process 	<p>Process developed and will be instigated as a part of the Salesforce V6 update</p> <p>Beta test team now selected and testing will commence September.</p> <p>Introduction planned Nov 2015</p>
<ul style="list-style-type: none"> • complete automatic invoicing and payment process 	<p>Contractor sourced, task ongoing. SAP issue still to be completed -</p>
<ul style="list-style-type: none"> • develop more targeted Salesforce reports to monitor examiner performance 	<p>Ongoing</p>
<ul style="list-style-type: none"> • develop a Salesforce e-Learning platform for trial by March 2015 	<p>Programme completed for 20 NQE's during April and May 2015. Now being expanded for electrical update late 2015</p>
<ul style="list-style-type: none"> • deliver electrical training for those examiners yet to attend, by Autumn 2014 	<p>Trial complete, all NQEs and a pilot group trained. Roll out to all other examiners – Oct/Nov 2015</p>
<ul style="list-style-type: none"> • plan examiner LPG update training for delivery in Autumn 2015 	<p>Now planned for late Spring/early summer 2016</p> <p>Dependent on training spec delivered by UKLPG, and to some extent on revision of PD5482-3, ongoing, but nearing completion.</p> <p>Examiner training material developer and course provider choice identified and ready to progress.</p>
<ul style="list-style-type: none"> • as part of the implementation of the BSS Examiner Development Strategy, training provision at South Worcestershire College will be audited. Deliverable – by end of 2015 	<p>Tied to Examiner Development Strategy and will be moved forward once new team member is in place.</p>
<ul style="list-style-type: none"> • deliver Scottish Examiner field assessments by March 2015 	<p>Complete</p>
<ul style="list-style-type: none"> • Short investigation into various Salesforce off-line products 	<p>Salesforce have rolled out trial products and are expected to launch SF1 in late summer 2015.</p> <p>This is on Salesforce developer's activity list.</p>

<ul style="list-style-type: none"> BSS Office attend ABSE regional meetings on examination reporting and tech matters, and simultaneously select individual examiners to make home/local visits – from mid-14 	Stafford meeting June Remainder to be rolled out including Bray, Norwich, Bristol and Runcorn after liaison with ABSE. Bray and Stafford completed
<ul style="list-style-type: none"> BSS hire boat requirements - develop BSS examiner training, publications, road shows and new documentation during early 2015 	Waiting for outcome of public consultation Sep – Nov 2015. April 2016 proposed implementation date. Examiner training planned Feb/March 2016
<ul style="list-style-type: none"> Identify examiners for next round of Field Assessments. Start Field Assessment process. 	<p>Now complete. Approximately 40 completed since latest round (4) commenced in Nov 14. Including all Scottish examiners.</p> <p>Actions completed.</p> <p>Wash up meeting held late July. Next round of 50 to commence Oct/Nov 2015 - NEW.</p>
6.4 BSS examiner training programme outlined. Training course set for March and May 2015.	Complete
6.5 BSS examiner programme to have high level of eLearning modules in place before March course starts.	Complete
6.6 Complete review of Examiner training course waiting list	Complete
7 - Focussing on continual improvement the BSS Core Processes - Minimising Risk Process	
7.1 - Salesforce will be developed to act as a primary delivery tool – for recording boat-related incidents Deliverable – continuous improvement supported by the BSS Business Plan – two-way upload/download of data between BSS and WAID databases by end of Summer 2014	<p>Model was developed over late 2014, BSS staff trained.</p> <p>Salesforce developer briefed and work programmed.</p> <p>Expect to complete by late-Autumn 2015</p>
7.2 - additional data from examiners reporting the outcomes of BSS examinations on Salesforce, will inform the grading of risk and risk control initiatives such as planned press releases. Deliverable – continuous improvement	Forming a priority list based on field assessment outputs, and visiting each examiner individually. So far nine visits this year. Ongoing
7.3 - deliver training to BSS Office BSS staff to run reports and move forward on Salesforce usage – by Summer 2014	First session held in Jan 2015 next planned early Autumn.

<p>7.4 - deliver boater-safety research sponsorship projects planned involving CO and fire spread. Subject to detailed project plans being accepted. Support for Cranfield University boat CO research project is in the pipeline for 2014-2016</p>	<p>Cranfield University project now commenced – anticipate update report Feb 2016.</p>
<p>7.5 - support Hazardous Boat process for Environment Agency regional areas, by designing attending and delivering training. Target end 2014</p>	<p>Quote and documents delivered. Waiting for dates from EA. No dates proposed yet.</p>

BSS Quality & Technical Manager

25 August 2015



25 August 2015

Dear BSSMC member,

The BSS Advisory Committee Chair Vacancy [Doc E1, BSSMC #86]

As you are aware David Dare has moved on from the role of BSSAC Chair after eight years. You are invited to choose between two candidates for his replacement.

The process is with BSSMC through external recruitment since calls for nominations for Chairman did not provide any candidates from current BSSAC representatives.

The need is to achieve committee consensus on the best person for the role.

We are fortunate to have two very good candidates apply for the role. These applications were received without advertising, but rather and through collecting expressions of interest in the role from user and trade BSSAC member organisations.

The job/person specification includes the following pointers. The successful candidate will:

- a) be from the user or trade interests in order that the BSSAC Chair's 'independence' from the navigation authorities is maintained;
- b) have a track record of, and be skilled at facilitating meetings and acting as Chair;
- c) be prepared to accept responsibilities for forwarding committee activity outside of meetings; ultimately by utilising the planned BSS committee web facility;
- d) have a keen knowledge of the inland waterway boating environment, understand the viewpoints of the various 'customer groups' and support the role and purpose of the BSS;
- e) commit to attending at least two meetings a year at BSSAC and a further two meetings a year at BSSMC.

Note that the tenure of the BSSAC Chair is not fixed and is subject to annual ratification by BSSAC member organisations, followed by ratification by BSSMC.

The role is unpaid, however BSSMC can consider authorising payment of reasonable expenses.

Concerning the two candidates, I have interviewed Philip Aspey and know Ray Rogers from his recent time on BSSAC as The Boating Association rep.

My advice is that you consider the individual CV's (attached as *Docs E2* and *Doc E3* respectively) and measure each candidate against each of the pointers a) to e) above.

I believe both have the personal qualities to do very well in the role, however should you wish to talk with me about any aspect that I might be able help you decide, then please ring my mobile number at any time [07711 796417].

I understand that the BSSMC Chair will communicate further about the recruitment process in the next few days or so.

BSS Manager

25 August 2015



25 August 2015

Dear BSSMC member,

BSS Financial Report for the BSSMC [Doc F1, BSSMC #86]

In lieu of the normal verbal update for non-Exec members, I have prepared this financial report that covers two aspects.

- a) The BSS Profit & Loss (P & L) report from 1 April 2015 until 30 June 2015 and supporting notes;
- b) The public results of the Financial Year 2014-2015 as signed off by the BSSMC Executive members;

Item a) -The P&L report from 1 April 2015 until 30 June 2015

This P & L report covers the period from 1 April 2015 until 30 June 2015 (1-3).

Profit and loss accounts	Plan	Actual
Sundry Sales	130,140.48-	127,936.34-
Payroll Expenses	2,000.00	3,011.78
Stationery & Printing	8,000.01	8,975.21
Postage	999.99	808.12
Professional Fees	28,500.00	8,909.20
Controllable Costs	101,118.89	91,370.38
Total	29,021.59-	36,565.96-

Notes to period 1-3 results

For brevity not all details of every General Ledger (GL) code costs are included, however all sub-totals are correct as at July 2015. The full year's figures relate to the P & L Business Plan for 2015/16 document V19 issue 2.

Details of selected items

1. **Sundry Sales** Low against plan as the June income had not been invoiced at the time of compilation due to illness in the office. The invoicing has now been completed and will show in the figures for the next period.

2. **Payroll Expenses.** Above plan by 50% to date. This is a result of a change of policy. The BSS Team now follow up on all poor results following from any field assessments, which often means a one to one visit with results in travel and hotels above those planned.

3. **Professional fees.** The actual spend to date is understated. A number of sections of the Hired Boat Review plan have been completed but not yet invoiced. Additionally the IT subcontractors had also not invoiced work to date. I expect that when we look at the next quarter the expenditure will have exceeded plan by 30% +

4. **Total P & L** This is up by 20% against plan largely due to the under-invoicing of the professional fees – this is normal for this stage in the financial year.

This abbreviated P&L indicates that we are at present matching our financial plan V19 issue 2. However plans have changed during the first quarter of 2015/2016 financial year. As a result of these changes it is anticipated that a revised BSS Business Plan, V20, will become necessary. This proposal presented as a separate paper to the BSSMC Executive for consideration.

Item b) - Published results for FY 2014/15

Following the approval and sign off of the final results for the BSS Financial Year 2014-2015 by the BSSMC Executive, the chart below is the agreed format for publication within the BSSMC meeting notes.

Profit and loss accounts	Plan	Actual
External Income	428,575.00-	502,695.87-
Payroll Costs	234,412.43	223,856.91
Staff Related Costs	15,781.72	34,696.27
Premises and Office Costs	50,174.60	33,100.18
Professional Fees	108,200.00	114,411.60
Controllable Costs	408,568.75	406,064.96
Total	20,006.25-	96,630.91-

Notes.

It should be noted that costs above are grouped in order to facilitate publication.

For the sake of clarity and readability the finance and other charge costs have been absorbed into other cost centres, however if those costs become significant then they will be itemised and reported against.

Ratification of the BSS Certificate selling price

Members of the executive agreed that the selling price of each BSS Certification for Financial Year 2015/16 is maintained at £34.80 including VAT. The price is held for a sixth successive year.

BSS Quality and Technical Manager,

25 August 2015



25 August 2015

Dear BSSMC member,

Report from BSSAC Chair for BSSMC [Doc G1, BSSMC #86]

A meeting of BSSAC was held on 9 June. This report covers the main agenda items.

a. BSSAC Chair vacancy

With no nominations from members present, it was agreed to promote the impending vacancy and collect expressions of interest in the BSSAC Chair's role from 'user' or trade BSSAC member organisations and their current representatives.

The aim was to establish two or more interested and appropriate candidates and then for BSSMC to appoint the Chair on the basis of the best person for the role.

If no candidates were identified by the ends of June it was planned to advertise the role in relevant publications. It is understood that candidates were found from two user groups – RYA and TBA.

b. Carbon Monoxide Safety on Boats - update

Members received a detailed update on the MCA-led forum meeting; the forum was set up following recommendation 2 of the MAIB ARNISTON report. The update covered the proposed framework of the improvement task and the intended project leadership using Gas Safe Charity funding.

Members heard of meetings between the BSS Manager and separately with Gas Safety Trust and Gas Safe Charity, as initial steps to achieving funding for project leadership and research.

The report announced a CO E-course for BSS Examiners - a compulsory E-learning training and assessment course will deliver examiners an enhanced understanding and awareness of CO in boats. The aim is threefold. It will increase understanding of CO to help support Examiner's safe working practices. It will also underpin the application of those Part 8 checks that cover the CO risk, and it will help examiners in those conversations with customers on this subject. There is a realisation that examiners play a key role to help influence the behaviour of boaters and keep them safe.

Subject to available funds, plans were reported for 'busy' examiners to carry four-gas analysers to help measure CO exposure levels on vessels they are examining. This will also inform any risk review of the BSS examiner role.

Members questioned the outcome of the work conducted by BMF concerning diesel appliance CO research. There was disappointment that a one paragraph summary of the work did not provide any information upon which to form a view. Members recognised the importance of the outcome of that

particular project and that every strand of information that feeds into this project is as important as the next.

Members were generally supportive of the initiatives and had suggestions to offer to provide boats for testing and test methods.

The Cranfield University 'blue-sky' research was agreed as critical especially in terms of answering the queries with regard to ventilation provision.

c. Noting the actions arising from the meeting BSSMC #85

Members were appreciative of the support and initiatives to improve CRT incident reporting especially in respect of third-party incidents. Members generally considered that tangible evidence of improvements were appearing but that culture change would take time. The item will remain as an agenda item for the next meeting and the CRT rep will be asked report further on project improvement milestones.

Disappointment was expressed about the delays in consulting upon the revised Hire Boat Code and the fact that code as a licensing condition would be introduced later than revised BSS hire boat requirements.

d. BSS Risk Management Process – continuous improvements update

It was reported that the BSS consultant is commissioned to develop tools for incorporation into the BSS Risk management process that will better identify level of risk at play and will better indicate how specific risk management outcomes are achieved in accordance with the process. One aim is to improve the clarity and transparency of the process. This subject will return to the next BSSAC meeting agenda and there was pressure from one quarter to deliver the improvements by August..

e. Update on the Navigation Authority Hirer Safety Review

Plans for MCA to administer the Hire Boat Code consultation were made known. Members were keen that the consultee list was accurate and complete. Members, commenting that previous MCA consultations have been somewhat invisible, agreed that every organisation that is involved makes sure the consultation is well publicised. In view of the delays, members considered any attempt to bring in Hire Boat Code provisions for April 2016 to be unreasonable.

The Chair expressed the view that the proposed implementation date for introducing revised BSS hire boat requirements of April 2016 was unrealistic to allow operators to conform and suggested December 2016. The majority of members agreed that the BSS consultation should proceed on the basis of an April 2016 implementation date and see what comments from the hire industry come back.

The work at BSSTC concerning removing the potential for examiner subjectivity when checking slip-resistant surfaces was reported and some further surface types identified for assessing.

f. BSSAC Terms of Reference and Members' Code

Members reviewed draft TOR and Members' Code documents based upon those ratified at BSSTC and taking into account comments from members at the last meeting. Members were given a further six weeks to provide further comment.

g. BSS Quality Management Activity Report

Two items were raised here:

- In the context of the discussion about encouraging the Lake District to participate in the BSS, the number of live-aboard boaters on the coast at town creeks, estuaries and harbours living in

converted boats that no longer appear seaworthy and that are not provided the protection of the BSS or any other umbrella of protection. Perhaps a subject for a future agenda item.

- Members received a paper concerning any correlation between examiner complaints received about an examiner and the number of examinations that examiner does annually. The answer from the research was that there was no correlation. However from the paper it can be concluded that after 2008 the frequency of complaint drops down indicating better quality examiners coming through and more robust quality management processes.

Drafted by BSS Secretariat, from an audio transcript

25 August 2015