



BSS Advisory Committee – Confirmed Notes

BSSAC #108, TUESDAY 9 NOVEMBER 2021 - ZOOM CONFERENCE

Present:

Chair
BSS Manager
BSSTC Chair
BSS Support Exec & Secretariat

Navigation Authority reps:
EA
Canal & River Trust
Broads Authority ([part meeting](#))

Guest

BSS Business & Tech Manager
BSS Communications Manager

Marine Trade reps:

BM1 – British Marine Executive Interests
BM3 - British Marine Boatbuilding

Examiner Body reps:

ABSSE
YDSA
IIMS

Apologies:

AINA

Vacancies:

BM2 - British Marine Hire Boats
RYA Executive Interests

Boat User Group reps:

RBOA
IWA
TBA
NABO
AWCC

108.1 Apologies and introductions

108.1.1 Apologies as noted above.

The Chair reported that the RYA representative retired from the RYA and that the replacement RYA representative will be made known in due course.

The BM1 rep said that he would draw attention to the BSSAC British Marine Hire Boats rep vacancy. A meeting of the Inland Boating association of BM is imminent.

108.2 Notes of last meeting and matters arising

108.2.1 Members confirmed the previous meeting notes as accurate.

106.6.1 – in response to a query from the AWCC rep it was clarified that BSS Examiners do not test the function of 230V AC residual current devices during BSS Examinations.

108.2.2 Matters arising –

Hire Boat Code (HBC) implementation. The BM1 rep reported that the HBC is now published and that some navigation authorities had implemented and that others will be implementing the code in the next 6-8 months.

Navigation authorities are currently discussing their implementation and enforcement policies.

108.3 **Review of the BSSAC ToR and Members' Code [supported by Doc F1, the existing BSSAC Terms of Reference, and Doc F2 the Members' Code]**

108.3.1 Members discussed some minor amendments suggested by the BSS Secretariat. The suggestions fell from a review of the 2016 version of BS 0 (A standard for standards) which acts to guide how standards are developed and maintained.

The following minor amends were supported by members:

- BSSAC Terms of Reference at the footnote to section 3, first paragraph, the following additional information describing 'consensus' is added – **'This [consensus] entails trying to ensure that the interests of all those likely to be affected by it are taken into account, and that individual concerns are carefully and fairly balanced against the wider public interest. Achievement of consensus entails recognition of this wider interest and willingness to make reasonable compromises.'**
- BSSAC Terms of Reference at section 3 (4) the following amend reflects the diminishing influence of EU Directives and the continued relevance of UK Regulations and enhanced relevance of UK standards - **'the influence of UK Regulations (and EU Directives) and supporting UK and International Standards'**.
- BSSAC Terms of Reference at J, to be consistent with other references to a lack of voting right - **'Individuals can be co-opted onto a BSSAC if they offer specialist expertise required for a specific project or work programme. They are not regarded as having Full/Corresponding membership and their views are not counted when assessing the level of consensus achieved. Co-opted members and are neither expected nor permitted to represent any specific customer group interest.'**
- BSSAC Terms of Reference at M, to reflect current practice. Delete the last sentence - **~~In view of the importance of this role the BSS Secretariat will generally be the BSS Manager.~~**
- BSSAC Members' Code at C (7), to make the expectation optional, as per current practice - **'be able to** organise a substitute to attend in their place, if attendance at a meeting is not possible. Any substitute must be communicated to, and agreed by BSSAC Chair through the BSS Secretariat prior to the meeting;'

The Chair will inform BSSMC of the changes and seek endorsement.

*Action 1 –
Chair*

108.3.2 It was agreed that the reference to BSSAC members undergoing training on the BSS Risk Management Process will be covered by a BSS Manager's briefing at a future meeting.

*Action 2 – BSS
Manager*

It was agreed that BSSMC and BSSTC ToR require reviewing and should be placed on relevant agendas.

*Action 3 – BSS
Secretariat*

108.4 **Report from BSSTC Chair [Supported by Doc D1, BSSAC #108]**

108.4.1 The BSSTC Chair referred to his written report (*Doc D1*). The following discussion outcomes were recorded:

a) Diesel heaters - the AWCC raised an anecdote about far eastern diesel heaters that would not pass the BSS examination. The BSSTC Chair said that an interim position paper was about to be circulated by the BSS Office to Examiners. This should add clarity whilst a risk review of various aspects of diesel heater installation is carried out. This work is in progress.

b) Fire Safety Stick – the RBOA rep asked about the BSS position on the Fire Safety Stick product that extinguishes fires through oxidising potassium limiting oxygen to the fire source. The BSS Support Executive explained that the product could not be considered equivalent to potable fire extinguishers because they are not made to any known standard and don't have an independent and accredited certification of performance. He agreed to make contact with the manufacturer to see if accreditation was planned. If it is, he will alert BSSTC.

Action 4 – BSS Secretariat

c) Smoke alarm survey – [ref 107.8.2] – The AWCC rep asked about the quality and cost of the boat owner survey. The Chair said it was not the appropriate time to discuss the matter in detail as the outcome of the survey is being fed into the BSSTC risk review work concerning the smoke alarms and whether they should be a mandatory BSS Requirement. This subject can be revisited at the next meeting.

Action 5 – BSS Secretariat

d) the AINA task to scope out the initiative to revise the BSS Requirements for non-private craft – The BSSTC Chair asked for an update because the supporting work forms a significant part of the BSSTC's future work plan. The EA rep reported that the AINA working group task is completed and that the outcome document will arrive with the BSS very soon.

108.5 **Roll-out of the interim reviewed BSS Examination Checking Procedures [supported by Docs C1 – C4, BSSAC #108]**

108.5.1 A long discussion took place revolving around the following aspects of the subject matter:

a) The need to ensure a clear explanation of the implementation of the interim reviewed Examination Checking Procedures (ECP), including the implementation date and the impact of the initiative, including the carefully considered use of consistent descriptive terms identifying the main changes.

The IWA rep expressed the view that, because of the revisions, some items that have passed previous BSS examinations and that have not been changed, might fail future ones and that this was not a satisfactory situation. He went on to say that it was not reasonable to expect an ordinary boater to identify the changes to the ECP's which might affect their boat given the quantity and detail of the documentation.

The BSS Comms Manager confirmed that BSS Examiners had begun using the interim reviewed ECP from 28 September. Via shared-screen he outlined the BSS website information and agreed to review the published information to ensure added clarity. He said that further boat owner communications were planned.

Action 6 – BSS Comms manager

The Chair said he would raise at BSSMC the communications strategy, including covering boat owner responsibility between BSS examinations.

Action 7 – BSSAC Chair

b) Allegations from the BM3 rep and the IIMS rep that new BSS Requirements beyond the two identified (within Doc C2 and further supported in Doc C5) had been introduced. The IIMS rep had submitted technical comments as part of his responses as a member of the BSSAC Sub-group.

The BSS Support Executive said that the review process and the outcomes set out in *Doc C2* were supportable with only the two new BSS Requirements. As with all initiatives introducing revised BSS ECPs, there is a period whereby comments identifying mistakes or typos are encouraged to be sent in. Comments from the two reps could be collected and reviewed as part of this process.

It was agreed that the BM3 rep would urgently submit a paper to the BSS Office supporting his allegation. This submission together with the previous submission from the IIMS rep would be reviewed in the first instance by the BSS Office/BSSTC Chair.

*Action 8 –
BM3 rep*

The ABSSE rep, accepting that the review had not increased BSS Requirements for boat owners (other than the two identified), said that the added clarity concerning the application of the Checks would add consistency, where previously there may have been inconsistency.

The BSSTC Chair said that the interim review was never about wholesale technical change and was all about sorting out inconsistencies.

c) The IIMS rep made an allegation that the use of the BSSAC sub-group suppressed due consideration by the full BSSAC membership. This allegation was refuted by the Chair and owner group reps.

108.5.2 The Chair, reflecting the outcome of the discussion, said that:

- a) the process would continue along the planned course of action to next April;
- b) the extent of the public consultation would cover the two identified new BSS Requirements and any new agreed consultation items;
- c) if the BSSTC agree the need for any added consultation items, and in view of the tight schedule, the BSSAC Sub-group would be involved in urgently constructing BSSAC recommendations. All BSSAC members would be made aware of the outcome.

As with previous BSS consultations, it was agreed that the process adopted satisfied EA and Trust consultation rules. The BSSTC Chair said that decisions about public consultations rest solely with the BSS Office.

The BM1 rep said that with future tech challenges ahead, the process leading to implementing change should become more slick.

108.6 Quarterly BSS Quality Management Activity update

108.6.1 This item was included within the BSS Manager's presentation at agenda item 7.

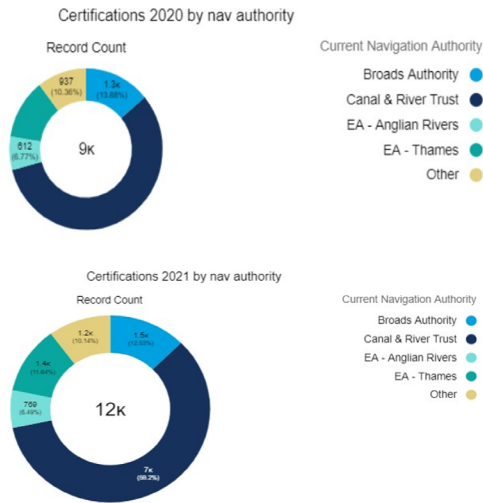
108.7 Report from the BSS Manager

108.7.1 The BSS Manager gave a slide presentation. The following bullet points are extracted from the presentation.

108.7.2 a) COVID – 19 Update

- At the end of last financial year the certification numbers concluded 7.5% down overall compared with 2016 figures. Accordingly, this represented circa 1160 boats without a BSSC which had obvious budget implications for BSS but also risk management implications for the navigation authorities and boat owners.
- Year to date 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.

- Future examining activity remains subject to Government decisions and advice concerning the impact of COVID-19, and of course the impact may be regional.
- All said the Examiners have diligently undertaken record amounts of Examinations during the first two quarters of this financial year



- Data suggests Examiners are operating 20% ahead of plan
- Navigation Authorities are advising more boats on inland waterways
- The COVID Boater
- A cautious approach is to be maintained

The BSS Manager said that the cautious approach is necessary with the BSS finances because there is no way of telling whether the surge in BSS Examinations will continue into the last quarter of the financial year.

108.7.3 b) New Examiner Training Programme Update

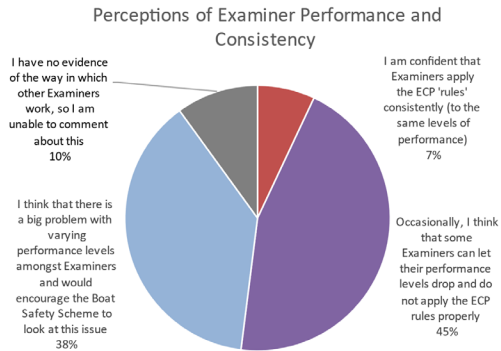
- 50 Trainees registered at the start of the year to undertake New Examiner Training.
- All of the Trainee Examiners have now undertaken all of their combined e-learning and attended learning at our new facility at Norwich.
- The Champions and Assessors have completed their role-specific training.
- 38 Trainee Examiners are now engaging upon six practice BSSC's
- Five of these Trainee Examiners have completed their final assessment at the BSS facility at Crick and are now classed as Newly Qualified Examiners (NQE's).
- Each NQE has a mentor assigned and a live Personal Improvement Plan (PIP).

108.7.4 c) Existing Examiner Training Programme Update

- The Online Training for Existing Examiners commenced in July
- Initially there was some apprehension however this appears to have settled down
- Almost all Examiners are now on plan to complete each module as it is presented
- Help and Guidance has been provided throughout by the BSS Office and our partnering consultants
- Overall, the consensus of opinion is the training has been well received.

108.7.5 d) Quality Control Audit Update – the extracted slide from the presentation represents BSS Examiners perceptions of Examiner performance and consistency.

d) Quality Control Audit Update



- Only 7% feel that the ECP rules are applied consistently by all Examiners
- A combined 83% sense that there is a degree of inconsistency
- Some 38% of all Examiners feel that this is a big problem for the BSS
- There has been no improvement in this issue since the 2018 survey (back then 36% saw inconsistency as a big problem).



BOAT SAFETY SCHEME
Go Boating - Stay Safe

BSS Examiner Training Timeline

7

Direction

Direction from BSSMC - each Examiner will receive one audit per annum.

Desktop Assessments (DTA's) show inconsistencies in Examiner's approach to recording.

There is direction for BSSC passes to be recorded within 48 hours (or 5 days, with the agreement of the customer).

No current emphasis upon the recording BSSC Fails within a time limit.

Examiners making up their own minds regarding what, if and how to record appliances.

Proposed Intervention

Pandemic required a re-think in process - Desktop Assessments instigated.

DTA's show few Examiners record in the same way.

DTA's show that this [key performance indicator](#) (KPI) is adhered to by most Examiners.

What are your thoughts on introducing mandatory KPI to record BSSC Fails?

What are your thoughts on recording appliances in Salesforce?

Concerning the two questions asked of members above, the BSS Manager said that introducing a 48-hour KPI for Examiners to record BSS fail information on Salesforce would improve Examiner consistency and help protect Examiners from complaints.

The two practitioner reps present said that introducing the KPI would not align with their current individual practices and both thought that Salesforce was 'clunky'.

The IWA rep said that introducing the KPI makes sense when comparing with the MOT system where the database has the inspection outcome, pass or fail, in real time.

It was recognised that the planned App, would facilitate on-site examination recording, but the BSS Manager was keen to have an interim arrangement.

The BSS Manager sought wider views from members over the coming week with the deadline for reply noon Tuesday 16th November. All communications should be made in writing to the BSS office email address.

Action 9 – All

108.7.6

e) Vacancies Update

Direction

Proposed Intervention

Poor levels of communications causing stakeholder frustrations

Direction from BSS MC to increase resource

BSS Delivery executive left – returned to work for the Canal & River Trust

BSS Office and wider stakeholders assessed what was required.

Two posts required and now filled:

- BSS Delivery Executive – joins on Monday 22 November
- BSS Customer Service Officer – joins on 6 December

In response to a question, the BSS Manager confirmed that there was no impact on the BSS finances associated with filling the two posts, as both posts are already accommodated in the business plan.

The BM1 rep mentioned raising the perception of BSS Examiners, as there appeared to be a generally negative perception. The BSS Manager said that the new BSS Office staff resource would help create the environment whereby perceptions would improve. The Chair said that the aim of establishing the consistent Examiner performance baseline is key.

108.7.7 Quarterly report of incidents and accidents recorded and inferences drawn [supported by *Doc E1*, BSSAC #108]

The Chair disallowed consideration of the report and asked for a more detailed ‘end of year’ report at the next meeting.

The BSS Comms Manager referred to the additional staff resource that should help seek out incident data. However, he renewed the plea for the navigation authorities to provide relevant incident data and data fields, as recently such data was very sparse. Furthermore, without this data the validity of reporting on incidents and accidents was greatly reduced.

108.8 Items for BSSMC

108.8.1 The Chair will raise:

- a) the BSSAC Terms of Reference and Members Code minor revisions; and,
- b) i) any necessary addition to the planned limited consultation on the two new BSS Requirements and ii) whether BSSMC can help with support for a wider comms strategy around the interim revised ECP; and specifically to promote the availability of supporting web information to boat owners.

108.9 Confirm the dates of the 2022 BSSAC meetings

108.9.1 The dates for next year’s BSSAC meetings are confirmed as:

#109 - Tues 8 March; #110 – Tues 28 June; #111 – Tues 8 November

108.10 Any other business (AOB)

108.10.1 The BA rep requested any guidance concerning the recently ended Dept of Transport Consultation: strengthening enforcement of the dangerous use of recreational and personal watercraft. She was provided with named contacts at RYA & British Marine.

108.10.2 The BSSTC Chair said that the BSS Privacy policy pre-dates the latest legislation and needs urgent updating. This was agreed and it was anticipated that the recently updated Trust policy could act as the model. The BSS Manager and the BSSAC & BSSTC Chairs will liaise on this matter outside of the meeting

Action 10 – BSS Manager and both Chairs

108.10.3 The AWCC rep asked about the situation concerning the fitting of LPG instantaneous water heaters in boats. It was reported that, according to PD 54823 replacement and permitted heaters can be fitted subject to a risk assessment by the gas fitter. Such appliances would need to be conventionally flued and fitted with a combustion products discharge safety device.

The BM3 rep reported that the current revision of the international LPG installation for boats (ISO 10239) is likely to permit the fitting of LPG appliances deemed by the manufacturer to be suitable for marine use.