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BSS EXAMINER NEWS

Dear Examiner,

This edition of BSS Examiner News concentrates on examiner re-registration and prepares you to take control to ensure a smooth process. There is also information that, at present, no five-yearly BSS Examiner LPG assessments are currently planned. However, we start with some sad news...

Kerry is leaving...!

We are saying goodbye to Kerry because the reporting of examinations online, and other examiner self-service features, make redundant the temporary role she stepped into nearly four years ago.

I'm sure you will all wish Kerry all the best for the future after she leaves the BSS Office on Friday 18 February. Kerry will be greatly missed.

Registration fees – small VAT rise only

The BSS examiner registration charge has been pegged, but because of the increase in VAT to 20% the fee will be £152.00 (inclusive of VAT); a rise of £3.

Online examiner re-registration

In early March you will receive an email from Tracy inviting you apply to re-register and guiding you to the 2011/12 examiner registration web-page. How to re-register is straightforward.

Firstly, all you need to do is login and check that your insurance details on your 'Current Details' page accurately describes the type of insurance, name of provider and the expiry date.

Then you make your application by pressing the 'submit' button on the registration page. By pressing the 'submit' button you are confirming that your insurance details are correct and you are agreeing to:

- the BSS Office sharing your name and address details with the Navigation Authorities;
- the BSS Office publishing, making available or otherwise passing on to anyone that requests them, your 'Public Details' as displayed on the BSS examiner website;
- being invoiced for the registration fee;
- abide by the BSS Examiner Code of Conduct.

Please act as soon as possible after receipt of the invitation to apply to renew your registration and before the end of March, as late registration has serious implications.

The final part of the renewal process is confirmation from the BSS Office. Successful applications will be acknowledged by an email within a day or so confirming that you are re-registered – *until you receive that email you will not be re-registered.*

If you have any questions concerning your renewal, or once you have applied, if you do not get an email confirming that you are registered, please give Tracy a call on 01923 201278.

New examiners registering for the first time have a separate process and must contact Tracy on the number above when requested to do so.

When and how to pay

Once successfully registered, you will be sent an invoice which should be settled in the normal way. For those with BW moorings, licences or any other BW account, please do not pay your

annual BSS Examiner registration by BACS transfer as it is very difficult to re-direct the funds to the BSS cost centre.

Late applications to re-register

Applications completed after 1 April will be subject to an additional administration fee of £50 (+VAT) taking account of the additional costs of late registration; unless the delay is pre-arranged and agreed with the BSS Office.

BSS Block Policy PI and PL insurances

For those on the Block Policy, MHA will send out the renewal information as soon as they are in a position to.

Please be aware that the products available from MHA are subject to possible changes so read any communication from them carefully and also note that another purchase tax, Insurance Premium Tax (IPT), rose from 5% to 6% in early January.

For any enquiries on the block policies please call Stuart at MHA direct;

Stuart Clark, Michael Hall Associates Limited, Mason Chambers, Manchester Road, Haslingden, Rossendale BB4 5SL. Tel: 01706 836160, Fax: 01706 217177, Email, Stuart.Clark@michaelhallassociates.ltd.uk.

Independently arranged PI and PL insurances

For those examiners with independently arranged insurances, please check carefully that

- the terms of your policies cover your BSS activities; and,
- that the policies are current as of the date of your application; and,
- the level of cover is not less than £5m for PI and PL.

Through the year if, as and when your policies or details change, please update these on the 'Current Details' page on the examiner website.

Remember that you may be contacted during the year and requested to provide evidence of insurances to verify the accuracy of the details entered online.

BSS Examiner Code of Conduct and registration

The BSS Examiner Code of Conduct is being revised and the new draft version of the proposed Conditions of Registration will go out for consultation with all examiners soon. It follows that when you submit your application online you will be accepting the code as it is currently published and which can be viewed and downloaded by following this link:

<https://pro.boatsafetyscheme.com/you-and-the-bss/agreements-and-expectations/code-of-conduct>

What happens if you don't get registered in time?

Remember, if you are not confirmed as re-registered by 1 April, you are not authorized to carry out BSS examinations, or to issue certificates. This means that if you have *not had confirmation of successful re-registration by 31 March, you must not issue any certificates and must cancel or postpone any BSS examination bookings* until you have confirmation of your registration. Unauthorized examiners will not be listed on the BSS website until registration is completed.

Any certificate issued whilst an examiner is not registered may be cancelled and the circumstances investigated as a potential breach of the Code of Conduct.

Not re-registering for 2010/11?

I am aware that some examiners may not re-register this March. May I request that if you have decided not to register please confirm this in writing to Tracy as soon as possible. I would also be interested to learn of the reasons for your decision.

Personal details on the web – have you reviewed them?

Potential new customers can use the new search page on the BSS public website so it is important that your personal details are accurate and appropriate because these are extracted directly to the BSS public website from the Salesforce site.

You can review, update and improve your details in the '*Public Details*' page from the '*current details*' tab of the Salesforce site.

Entering a value in the town field is required as our research tells us that boat owners choose firstly by personal recommendation and secondly by searching the BSS website by nearest town.

Please also remember that we rely upon you to amend your details if your address or phone numbers, etc changes; including any details you only share with the BSS Office under the private information fields.

Identity Card photos – are you happy with yours?

Your current file photo will be used for your new identity card and will appear on the BSS website. Yours can be viewed on the web by accessing the new search pages from this link: <http://search.boatsafetyscheme.com/examiner-search> and you can ask yourself if your current photo reflects the impression you want your customers to see, or is about time for a change of image?

If you wish to change your photo on your ID card and thus on the website too, this can be done at re-registration time for free by sending us an email and attaching a clear digital photofile of not more than 200kb size of your head and shoulders only, *by the end of February*.

The picture must be of head and shoulders only, must be in pin-sharp focus and have a plain background. The picture should not appear too dark, too bright or washed out.

A replacement photo for the BSS website can be sent at any time for uploading, but at any other time outside of the re-registration period when we have to order a replacement card, there will be a charge of £7.75 (+VAT) which reflects the costs of the new card and administration/postage.

Reporting examinations online? – are your Monthly Returns up to date?

Very nearly all examiners are either reporting examinations online or are practising this in the 'sandbox' and in general those who have made the switch are finding things are easier than they imagined.

It could be that even if you have made the switch to online reporting you may still have monthly returns that are not up to date. Whether or not you are reporting online, it remains very important to ensure all outstanding returns are up to date. If you are behind, please ensure that your monthly returns are up to date as soon as possible.

Reporting examinations online – ABSE Roadshows

A reminder that ABSE has invited you to attend one of the remaining regional meetings offering the opportunity for examiners to share their experiences of online examination reporting and come away with a better understanding of what the facility can offer.

Either Phil or Rob from the BSS Office will attend each meeting to demonstrate a few tips, answer any questions and take away your comments for appreciation. You will need to book your place at one of these meetings with the local ABSE representative, don't delay, places may be limited. Look up [BSS Examiner News 10-004](#) to find out the dates and venues remaining.

Examiner website update

In case you have not taken a look at it recently the BSS Examiner support site is being added to week by week and will soon be the favoured way to have your BSS technical queries answered by the BSS Office.

At the moment on the site you will find previous versions of technical updates and newsletters. It also has the Service Level Agreement, BMF health and safety guidance, the BSS Examiner Code of Conduct and all current 'How To Guides' for the Salesforce side are on this site.

New to the site is the recently re-written How To Guide to reporting examinations, where the new advice is to start by identifying the correct boat. You can find the guides here: <https://pro.boatsafetyscheme.com/you-and-the-bss/how-to-guides--bss-forms>

The site will soon be expanded to offer much greater support for BSS Examiners who need to be fully competent concerning all of the expectations placed upon them from boat owner customers and Navigation Authorities alike. So keep an eye on how this site develops over the coming months and add this link to your favourites; <https://pro.boatsafetyscheme.com/> .

No LPG assessment planned for this year

I know that some of you will be wondering about when the BSS is to run the 5-yearly LPG assessments, as it is due. The reason for delaying the assessment is that Gas Safe Register is reviewing gas competencies on behalf of the Health and Safety Executive.

Naturally, we want to take account of any changes before committing examiners to assessment. We should know more about the direction of this review in early summer.

For those examiners who are Gas Safe registered and whose 5-yearly ACS is due, my advice is make your choices independently of any BSS plans. We will of course take account of any in-date ACS certificate in the context of any future BSS gas assessments.

Courses for more recently trained examiners (.and others who may want to brush up)

Recently trained examiners who didn't attend last year's electrical knowledge and understanding courses will be contacted soon to book attendance on an additional course planned for the Spring.

By way of a reminder – any examiner trained since Autumn 2005 and interested in becoming authorized to examine non-private vessels, will need to successfully complete an upgrade course. There is one planned for late Spring this year. Contact [Phil](#) to get more details of the course content dates and cost. Anyone wanting to brush up on the 2002 ECP knowledge can ask for a place on the course too.

I am looking forward to a successful BSS Examiner registration process and please keep a regular eye on the examiner website.

Best regards,



Graham Watts, **BSS Manager**