



6 June 2011

Ref: 11-003

BSS EXAMINER NEWS

Dear BSS Examiner,

BSS Examiner Consultation – on the new BSS Examiner Conditions of Registration

What's happening?

We are consulting with all BSS examiners on a proposal to replace the BSS Examiner Code of Conduct (CoC) with BSS Examiner Conditions of Registration.

This consultation period begins today Monday 6th June 2011 and examiners are invited to contribute views on the proposals.

All responses should be received by the BSS Office by 17.00 on **Tuesday 6 September 2011**.

Why make changes?

The introduction of the BSS Examiner Service Level Agreement (see SLA web page) opens up the opportunity for the language of BSS Examiner CoC to change. It's part of the change in working relationship whereby support from the BSS Office is mirrored by BSS Examiners reviewing their activities and performance and addressing any inconsistencies.

How do the proposed Conditions of Registration (CoR) differ from the existing CoC

The proposed conditions are shorter but continue to cover the essential examiner activity and responsibilities.

Guidance supporting the CoR is being developed to help examiners to keep within the conditions and to help examiners better understand the protection the CoR gives them.

The Code clause concerning boats subject to the Recreational Craft Regulations is to be removed in favour of instructions and guidance on the examiner website.

The 'disciplinary' provisions relevant to formal complaints are removed and only a reference to the investigation procedure remains.

The section headings and clause text has been made clearer, where possible.

How to take part in this consultation

The proposed BSS Examiner Conditions of Registration are available to view on the examiner support site and downloadable as a PDF.

The existing BSS Examiner CoC can be viewed for comparison on the same site and as a PDF too.

Printed copies of the documents are available from the BSS Office by contacting Tracy on 01923 201278 or email bss.office@boatsafetyscheme.com.

Comments on the proposed CoR, in particular your views concerning their reasonableness and potential impact, can be made directly to the BSS Office or, alternatively through ABSE or your examiner/surveyor organisation, should you be a member.

If you are making comments to the BSS Office please use the comments box below and press submit, for more substantial comments email bss.office@boatsafetyscheme.com and include 'consultation' in the subject bar.

Concerning confidentiality, although we will not identify your name, your responses may be made public within a document outlining the reasons for decisions finally taken.

If you have questions about the purpose of the CoR, please take a look at our brief Q&As below.

Should you have any comments concerning the clarity of this consultation please let me know. Any such comments on clarity will be reviewed by an impartial person.

What happens at the end of the consultation period?

Once all views have been considered, and dependent on the outcome of the consultation, it is intended to introduce the BSS Examiner Conditions of Registration from 1 October 2011.

Should you wish to discuss any aspect of the proposals please contact me on 01923 201390.

Best regards,



Graham Watts, Manager,
Boat Safety Scheme

Q & As

Why are the BSS Examiner Conditions of Registration (CoR) important to me?

The CoR represent the basis (conditions) upon which the Navigation Authorities (through the BSS Office) are prepared to register and authorize examiners to carry out BSS examinations and issue BSS Certificates.

Being an examiner means knowing what these conditions are and operating to them.

Serious proven breaches of the conditions can result in your authorisation being removed.

What is the purpose of the Conditions of Registration?

The CoR are in place to regulate the activities and responsibilities of examiners and set out the duties examiners have to the BSS. The conditions cover any area where divergence could constitute an unacceptable customer service or that may lead to dilemmas such as introducing liabilities for examiners or the Scheme/Navigation Authorities, or affecting the wider interests of the Navigation Authorities.

How are the Conditions of Registration enforced?

In the event of a formal complaint alleging an examiner has failed to abide by the Conditions of Registration the BSS will investigate the allegations using the procedure, BSSQA006 published on the website.