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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.

We have updates on the ECP Review, planned developments on the reporting and recording of examinations on Salesforce and the likelihood of LPG re-assessments.

Registration fees – no rise this year

The BSS examiner registration charge has once more been pegged at £152 (inclusive of VAT).

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 2012/13 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 go to the new pre-prepared application page Application 2012-13. Do not create your own application, it won't work, you will confuse us and yourself.

You must read the information on the page before making your application by pressing the 'submit' button on the bottom of that page. By pressing the 'submit' button you are confirming that your insurance details are correct, the policies are current and that you will maintain the cover. You are also agreeing to:

- the BSS Office sharing your name and address details with the Navigation Authorities; and,
- 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; and,
- being invoiced for the registration fee; and,
- the BSS Examiner Conditions of Registration for the complete period of registration.

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 (see below).

The final part of the renewal process is confirmation from the BSS Office. All applications will be acknowledged by an automatic email immediately they are made.

Then within a day or so of making the application, successful applicants will have an email confirming re-registration, until you receive the confirmation of registration email you will not be re-registered and not entitled to carry out BSS examination work.

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.

BSS Block Policy PI and PL insurances

As soon as it are able to, Michael Hall Associates Limited (MHA), will send out the renewal information to Block Policy holders. Please note, the MHA products are subject to possible changes, so read any communication from carefully. Please call Stuart at MHA with any block policy queries;

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 Conditions of Registration

The BSS Examiner Conditions of Registration replace the Code of Conduct from 1 April 2012. It follows that when you submit your application online you will be accepting the new Conditions of Registration which can be viewed and downloaded by [following this link](#). The BSS Examiner support website is being populated with clear guidance as to how best ensure you meet the conditions.

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.

What happens if you miss the deadline?

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 Conditions of Registration.

Please remember, 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.

Not re-registering for 2012/13?

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.

We rely upon you to amend your details. If your address, phone numbers or any other details change; 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 your personal details page on Salesforce. Ask yourself if your current photo reflects what you see in the mirror, and whether it looks like a person that a boat owner can have confidence in? Does it offer the impression you want your customers to see, or is about time for an image update?

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 photo file of not more than 150kb size of your head and shoulders only, by the end of March.

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.

We are delaying the distribution of ID card this year as they will need to carry the Canal & Rivers Trust logo, please read on.

British Waterways soon to become the Canal & River Trust charity

As reported in BSS Examiner News 11-005, the change in status of British Waterways to a charity is unlikely to have any impact on the BSS or the role of BSS examiners and so examiners should plan for the future adopting a 'business as usual' approach.

Of course, when you choose to re-register you will do so on the understanding that the BSS will be jointly owned by the Canal & River Trust charity and the Environment Agency when the change happens, possibly around June time.

Canals run by BW in Scotland will continue in public sector management and the nature of the new relationship between the BSS and British Waterways Scotland should be known in the next few weeks or so.

ECP Review update

As reported in BSS Examiner News 11-005, a review of the 2005 Examination Checking Procedures (ECPs) for privately owned and managed boats is coming to a close and is with the BSS committees to make the final decisions as to what gets changed. The committee decisions are anticipated by the end of March.

The review's remit was to assess the comments collected since publication of the ECPs in 2005. The review also considered additions or adaptations to current requirements concerning issues – such as gas locker checks, solid fuel stove risks and 230v electrocution hazards. However at the time of writing, the probable overall changes do not appear to be overwhelming and they should be easily managed by any examiner.

It remains extremely likely that examiners will be asked to take part in one of a number of seminars across the country possibly in May or June as the way to introduce the changes.

Update on the planned changes to reporting and documenting BSS examinations

As reported in the last issue, the improvements will for the first time allow the BSS to assess, for example, the number and proportion of boats examined that have petrol engines and/or gas systems, etc. The improvements will make it easier for examiners to record examinations on Salesforce and will have implications and introduce more options for examiners concerning the way produce and keep records of examinations.

The project to develop the changes is still on-going, several examiners will be asked to start trialling the proposed new Salesforce system in the next few days. Once the feedback from these sessions has been digested and utilised, more information will follow in the next edition.

Concerning boat owners, the need to provide BSS Certificates will likely fade away, you'll probably want to think about sending on email reports more and more, we'll explain in detail as stated above, once the first feedback from the first trials have been digested.

Examiner website update

The support site continues to provide new materials and be the place for new information. At the moment on the site you will find previous versions of technical updates and newsletters. It also includes the;

- Service Level Agreement,
- BMF health and safety guidance,
- Both sets of ECPs and more examination guidance
- all current 'How To Guides' for Salesforce examination and boat are on this site.

The site is being expanded during March 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 dipping in the site to see what's new and add this link to your favourites; <https://pro.boatsafetyscheme.com/>.

Insurance details on the web – it's a year round task for privately arranged policies?

Although you are asked to check your insurance details at re-registration time, if you have a privately arranged policy where the renewal isn't April to April, we need you to not only keep your cover in place, you have to keep your insurance details on Salesforce current.

This is important because we need certainty that any examiner's work is underwritten. So from 1 April, we won't be sending out any more BSS Certificates to examiners where there is any doubt about their cover and their continued BSS Examiner authorisation may be at risk.

Therefore your insurance details on the Salesforce site must be complete and any renewed policy details must be uploaded, or your BSS work may be suddenly curtailed. Your insurance information is on the 'Current Details' tab on Salesforce site.

LPG assessments – what's happening?

A decision as to whether the BSS is to run LPG assessments will be decided later in the year. As reported in BSS Examiner News 11-005 the reason for delaying the assessment is that Gas Safe Register is reviewing gas competencies on behalf of the Health and Safety Executive and we want to take account of any changes before committing examiners to assessment. We should know more about the direction of this review soon.

There is now a second reason for delaying the decision and that is the imminent review of PD 5482-3:2005, the LPG installation standard for boats. The review should take about three months and may involve changes to the LPG tightness testing procedure. I'll let you know the outcome of this review in due course and how it impacts on the decision.

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.

Best regards,



Graham Watts, **BSS Manager**