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14 May 2012

Ref: 12-002

## BSS EXAMINER NEWS

Dear Examiner,

### i) ECP Review Update

I reported in December that the review of the 2005 Examination Checking Procedures (ECPs) for privately owned and managed boats is coming to a close. It is now for the BSS Management Committee to make the final decision as to what gets changed.

There will be changes but not wholesale ones; only necessary changes in support of examiners applying the BSS requirements consistently in the field together with a small number of technical changes that have come through the BSS committees.

Due to the number and nature of the likely changes, examiners will be asked to attend a 'local' seminar later in the year to introduce the changes.

The BSS requirements and checking procedures as far as they affect non-private boats, including hire craft, are being reviewed during 2012.

### ii) Salesforce 'V5' is coming

Improvements in the way examiners record examinations on Salesforce are being trialled by a group of examiners to iron out any remaining glitches before being launched to all examiners. To those in the know, this development is referred to as Salesforce version V5. The launch of V5 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 appliances, etc.

The BSS Office team is also working hard to obtain the data held by the navigation authorities, which will populate the description fields and make searching for registered boats, even those without BSS certificates, easier and quicker. This initiative is hand-in-hand with planned changes in BSS documentation.

As well as improving our knowledge of the risk profile of the boats on inland waters, the development will also mean a big reduction on the reliance of printed documents and will support the navigation authorities' drive to online licensing.

The new system will happen on a date later in the year once all examiners have attended a seminar to introduce the ECP and Salesforce changes. You can expect more on both topics above in future editions of BSS Examiner News.

### **iii) Extra support from your BSS Examiner Website**

The BSS Examiner Website has recently gained lots of new information and more facilities. The website is there as a vital tool to support your BSS examining role including answers to your questions, advice to help you review your examining performance and information about the latest developments.

So whether it's to read the technical questions and answers in the [Tech Clinic](#), or to learn how the [Recreational Craft Directive](#) impacts on your BSS work, then this website is required reading. If you cannot find immediately what you are looking for, try the search facility using a key term like '[extinguisher](#)' or '[re-examination](#)', you may be surprised how much support is on offer.

The site content will continue to be updated and grow, it's there by demand from examiners, so we now expect you to take the time to become familiar with its content and make a visit part of your routine. <https://pro.boatsafetyscheme.com/>

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

Recently trained examiners who weren't registered at the time of the 2009/10 *Electrical knowledge and understanding course* will be contacted soon to book attendance on an additional course planned for the late Autumn.

By way of a reminder – any examiner trained since Autumn 2005 and interested in becoming authorised to examine non-private vessels, will need to successfully complete an upgrade course. There isn't a course planned at the moment and so if you are interested to attend contact Phil to express your interest. Anyone wanting to brush up on the 2002 Examination Checking Procedures (ECP) knowledge can ask for a place on the course too.

However, be aware that it is likely that in late 2013 all examiners will be invited to consider undergoing training and assessment to the revised BSS non-private boat requirements, currently under review. This fact may influence your decision about going on a 2002 ECP course

### **v) Give your customers adequate information... *don't leave them scratching their heads***

We recently learnt of an owner who engaged a second examiner to help remedy faults found by his original chosen examiner. It seems that the owner did not know where to turn because the first examiner had used his own words to create a list of faults written, without Check Item numbers, on the back of an old envelope..!

Please continue to use the Examination Report Form or Status Report Form E, the Salesforce examination report comments or indeed your own neat and legible system to inform customers in a clear way, about BSS faults found at the initial BSS examination. Here are some essential pointers:

- Always indicate the precise check item failed by number. This is important not least because it gives the owner a precise reference he/she can follow up in the BSS Essential Guide in order to find out more information about the requirement, the risk it addresses, and the compliance options open to them.
- Always identify the location of the fault, for example (7.8.4) the "T' joint behind the cooker', and always state the reason for the failure for example 'the joint is not secured'.
- Always use operative words from the published BSS check to describe the fault, for example, *not secured, not accessible, not in good condition, battery terminals not insulated or protected, cylinder locker drain not of a minimum internal diameter, etc.*

**vi) Provide the top original and blue carbon copy of the BSS Certificate to your customers**

Further to requests from British Waterways, we have now been asked by the Environment Agency, for the third time in year, to remind examiners that you must hand to the customer the top original certificate and blue carbon copy and must refrain from commenting about licensing rules.

Until informed otherwise, things have not changed and customers still need to send in the blue copy of the BSS Certificate to their relevant navigation or harbour authority.

**vii) Examiners reporting failures online – *we're getting there***

In two newsletters last year I explained the importance of examiners reporting any and all BSS failures items online. I said that, to be effective, the BSS must have an accurate appreciation of the level of risk in the inland fleet and that this appreciation includes examiners reporting the details of the checks that are not passing.

Since these articles were published, there has been a great improvement in the recording of faults by examiners. The numbers of those not recording faults has dropped by 55% over 12 months. So a big thank you if you are one of those examiners who was already reporting fault items and the same thanks if you are one who has changed their reporting practices. Be assured, it makes a difference and people are safer by your efforts. We will be feeding back on faults found in due course.

That just leaves 22 examiners (out of 215) who in the period from 1 April 2011 until 31 March 2012 did not report any faults against any check. Most of that 22 will have been contacted and your examination reporting will be being closely monitored.

**viii) Identity Cards**

You may recall in the last edition of BSS Examiner News that the issue of 2012 ID cards is being held back, so that they can carry the Canal & Rivers Trust logo. I recognise that the delay may cause you inconvenience in the event you are challenged after showing an out of date card.

If you are challenged, you can point to this article, or if necessary give the office a call and we will confirm your registration to anyone who needs convincing.

Best regards,

A handwritten signature in black ink that reads "G.A. Watts". The signature is written in a cursive style with a horizontal line underneath the name.

Graham Watts, **BSS Manager**