



BSS Management Committee – Confirmed Notes

MEETING #75 TUESDAY 13 DECEMBER 2011, BW PADDINGTON OFFICES

Present:

Chair BSSMC
Chair BSSAC
AINA Rep
Broads Authority Rep
British Waterways Rep
Examiner Body Rep
BSS Manager
Marine Trade Rep
Chair BSSTC
User Group Rep

Co-opted & Others:

BSS Communications & Secretariat.
BSS Quality & Technical Manager.

Apologies:

Environment Agency Rep

75.1 MEMBERSHIP & APOLOGIES

75.1.1 Apologies: EA Rep. The BA Rep on this occasion was Head of Safety.

75.2 MATTERS ARISING AND COMMENTS ON NOTES *[not otherwise taken on the agenda]*

75.2.1 No items were raised.

75.3 REPORT OF THE EXECUTIVE PRE-MEETING - *[not otherwise taken on the agenda]*

75.3.1 *BSS hire boat requirements.* BW Rep referring back to meeting #74 where ACC raised the matter of the need for BSS hire boat (and other non-private boat classes) requirements to be reviewed and the associated issues concerning the ownership, review and evolution of the Hire Boat Code.

Members agreed a parallel approach whereby the BSS hire boat requirements are to be reviewed over the next twelve months and at the same time efforts will be made to re-establish the ownership and the evolution mechanism of the Code.

The BSS hire boat requirements review will follow a framework that will provide the best assurance of aligning with the National Water Safety Forum's 'Principles for Water Safety', as these were applied in the development of the Hire Boat Code. To this end, the BSS will engage a consultant to help ensure this outcome.

A debate about the ownership status of the Hire Boat Code ensued. AINA rep said that attempts to engage with MCA on this point had been unsuccessful. The BSSTC Chair suggested that it may be the case that there could have been some reluctance at MCA to resolve matters further until the navigation authorities had in place voluntary adoptions of the Code. The AINA rep said that most navigation authorities that had available legislation to adopt the code had already done so

BA Rep said that he had written to the MCA concerning the need to finalise the Part2 of the Code covering unpowered craft, but that he had not a reply.

The Marine Trade rep said that the BMF has a pre-arranged meeting with the MCA at the highest organisational level to discuss other Codes the marine industry was supporting, so the opportunity could be taken to work together to raise the static state of the Hire Boat Code and not least Part 2.

In response to a question from ACC, the BW Rep said that the BSS Exec considered that the modernised BSS Standards will continue to be a means of demonstrating compliance with the relevant part of the Hire Boat Code as far as the navigation authorities were concerned.

75.3.2 *BW move to charity status and the BSS* – the Chair reported that the Exec considered that the BSS should adopt a 'business as usual' stance concerning the Canal & River Trust.

Canals run by BW in Scotland will continue in public sector management. It was reported that British Waterways Scotland has no plans to end participation in the BSS.

75.4 IMPROVEMENT PLAN FALLING FROM THE REVIEW OF THE BSS DELIVERING CONSISTENT EXAMINATIONS PROCESS [Doc C1]

75.4.1 The BSS Manager gave a detailed explanation of the headline elements of *Doc C1*. He began by emphasising the importance of the document in supporting the purpose of the BSS.

He reported that the role of the BSSAC will be to monitor and review the delivery of consistent BSS examinations and the process improvements proposed will better allow BSSAC to judge successes.

The process improvement proposals draw upon lessons taken from the 40+ case reviews of 2007-8; it draws on the Gas Safe Register's efforts to monitor the competence of gas installers. It also involved a brain-storming session from which the structure of the report was developed.

There was contentment at BSSAC at the improvement proposals contained in Appendix C and the BSS Manager challenged members to raise any concerns or worries or offer comment and / or endorsement for the proposals.

The BSSTC Chair suggested that some inconsistency may arise through ambiguities in the current Examination Checking Procedures (ECPs). The BSS Manager noted the contribution and the role of the current ECP review to help ensure consistency. He committed to add to the paper a reference to the need for clear ECPs. In response to a question from ACC, it was clarified that the new version of the ECPs would also be made available to the general public.

The BSS Manager said many of the measures in the paper are already actions that are carried out. However in response to a question from the BSSTC Chair, he ran through the measures that will now be employed:

- The auditing of the understanding of the values and approach of the BSS within examiner trainee candidates.
- Online literacy and numeracy assessments to gauge if further support or help will be required by the candidates. (similar to the support and understanding that would be given to existing examiners as set out in the Service Level Agreement).
- Transparent thresholds for instigating improvement actions utilising feedback from boat owners and other sources. Examiners will be able to monitor and review such feedback on their personal page on the Salesforce site.
- Upgrading field assessments to a four-stage collaborative process including a review of the methodological approach to examining the boat, a theoretical assessment, examiners raising their own queries/self-identified weak spots/BSS improvements suggestions; and the checking of records and documentation for a previous examination.

It was reported that there will be cost-effective approach with at least two examiners undergoing field assessment at one site in one day.

The Chair wanted assurance that the new Field Assessments would be communicated well so that the examiners understood the new process. This was affirmed by the BSS Quality & Technical Manager.

The Examiner Body rep was able to assure the committee that providing the assessment sites were not too far away for any one examiner, this initiative would be seen as a positive development.

The User Group rep was concerned that if 5-yearly assessments were instituted such as those by Gas Safe Register, this would be an increased cost and ultimately that would be charged onto the boat owner. The BSS Manager said that with the other measures in place it is less likely that universal 5-yearly college based re-assessment would be required. Only those missing their field assessments and those identified with weaknesses would need periodic re-assessment.

The Marine Trade rep identified that the costs of the proposals in the paper were not fully quantified. The BSS Quality & Technical Manager acknowledged that detailed costs need to be further assessed but advised the committee that the overall cost of quality assessment measures was already within the four-year business plan.

The BSS Communications Manager noted that the cost of case reviews is considerable, so reducing these, would offset the consistency improvement process costs, as well as being a better and safer situation to improve consistency in a proactive rather than reactive way.

The Examiner Body rep requested that the potential for an observer to attend be included and this was agreed.

The User Group rep welcomed the effort employed by the Scheme in driving forward examiner consistency, noting that improvements in this respect was one very significant recommendation from the 2001 review of the BSS.

Paper C1 was endorsed by the committee.

75.5 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE [Doc E1]

75.5.1 ACC apologised that he was unable to attend the last meeting of the BSSAC for unavoidable other commitments. He said the Chair's report was drafted with the help of the BSS Manager and the TBA rep who chaired the meeting on the day. He invited those attending both meetings to comment if anything was inaccurate or needing further detail.

Diesel bug – ACC asked if the subject of the diesel bug could now be dropped from the committee as it is not directly aligned with the purposes of the Scheme.

The BSSTC Chair believes that there are safety implications if engines suddenly stop running especially on river and tidal navigations. However as there is information on the British Marine Federation website and the Royal Yachting Association has also published information, was there anything else to be done.

The BSS Manager thought there was an unmet opportunity for a co-ordinated approach and communication point and that it would be useful if the BSS could direct people to such a co-ordinated point. The BSS Manager agreed that the BSS should direct people enquiring about the subject to links provided by the BSSTC Chair.

BSSTC
Chair
actioned

Members agreed that the BSS should continue to bring forward any new information it discovers to the BSS advising committees for the benefit and use of stakeholder groups, not least BMF and RYA.

75.5.2 *The 'advice check' status of ventilation provision* - ACC noted the discussion concerning ventilation related check items and the proposal by one surveying organisation to make the checks mandatory. The current 'advice check' status of ventilation was supported.

The BSS Manager asked if better communication of the principles supporting the purposes and inclusion of the advice check items could be developed.

BSSO

75.5.3 *The perception of a lack of press releases from the BSS* – One BSSAC member was concerned at the lack of press releases from the BSS this year. It was raised that there was a place for an on-going trickle of informal articles on boat safety matters.

The User Group rep considered that by disseminating information routinely the BSS would be seen to be more pro-active in matters of boat safety. The BSS Manager did not disagree but said BSS resource must continue to meet its priority tasks and saw that the practitioner bodies may be equally well placed to contribute articles.

The BSS Manager committed to develop a BSS communications protocol covering the wider subject of what information BSS publishes and when this is triggered.

BSSO

75.6 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [DOC H1]

75.6.1 The BSSTC Chair reported upon the recent BSSTC meeting. The committee has reached a majority position on the water tank/bow-thruster hatches in gas lockers issue, albeit that the BSSTC Chair did not agree with the view.

Progress on exhaust lagging, flame supervision devices and the provision of circuit breakers on 230AC systems continues. The BSSTC Chair expressed concern that any requirement for circuit breakers should not be retrospective.

Also covered at the recent meeting was the plan for comparative testing of means to test for tightness of LPG systems and the NABSE application to join and the NABSE report on the BSS.

75.7 BSS MANAGER'S REPORT

75.7.1 QUARTERLY INCIDENT AND ACCIDENT REPORT [DOC I1]

75.7.1.1 The report [Doc I1] was accepted as circulated.

75.7.1.2 The BSSTC Chair expressed his view that man-overboard fatalities are not part of the BSS remit. Members were reminded of the decision taken at the last meeting that the BSS Office should seek out and provide the man-overboard fatality information as appropriate, provided that it does not unduly affect the core processes and operations. The Executive will monitor the results of the exercise in respect of man-overboard and deliberate fire setting over the next year and review this activity.

75.7.1.3 ACC referring to the incident data for context, raised the matter of Gas Safe Register (GSR) and its introduction of a new module on testing gas burner exhaust using flue-gas analysers. The new obligatory module will mean an increase the cost of GSR registration, as such, he believes it will reduce the numbers of registered marine-competent installers.

He has two concerns, one specifically relating to the availability of GSR registered BSS examiners available to examine hire boats and other craft in scope of the gas regulations.

Secondly he has concerns that it will reduce the availability of GSR installers as well increase the costs to boat owners needing or desiring competent fitters to undertake gas work on their boats.

ACC believes that this new registration demand was not specifically consulted upon with marine interests. The Examiner Body rep expressed surprise that people at GSR did not raise this subject with the BSS at the recent meeting with the BSS Manager.

The BSS Manager said that he in his role as BSS Secretariat, can ask GSR for the justification behind the decision and whether the potential dis-benefits for the marine sector had been taken account of.

BSS
Sec

The BSS Communications Manager was able to confirm that the numbers of carbon monoxide incidents linked to gas appliance exhausts are minimal in recent years.

75.7.2 QUARTERLY QUALITY MANAGEMENT REPORT [DOC E1]

75.7.2.1 The report [Doc E1] was largely taken as read. With reference to the coverage of examiners reporting 'no faults' and the potential for data distortion, the BSSTC Chair

was seen that an examiner carrying out a pre-examination or, on the day of the examination finding a spiders web blocking a hob burner and that is made compliant at the time, is not required to report as BSS failures. The Examiner Body rep supported this view. The BSS Quality & Technical Manager said that the proportion of examiners recorded 'no fault' examinations was small and was expected to fall, and so at present the data was not distorted. He said the situation would be monitored quarterly.

75.7.3 UPDATE ON THE BSS IT PROJECT [Doc F1]

75.7.3.1 *Doc F1*, providing the IT update, was taken as read

75.7.4 QUARTERLY FINANCIAL PLANNING & CONTROLS REPORT

75.7.4.1 The BSS Quality & Technical Manager provided a verbal report. The current financial situation for the BSS is that the overall situation is within 1% of the business plan. Certificate sales have met predicted cyclical expectations.

The one significant increase in unplanned cost is related to the BSS Administrator's maternity cover. However the costs are within manageable limitations.

75.8 ANY OTHER URGENT BUSINESS

75.8.1 *NABSE report on the BSS* - The committee considered a report circulated by the group, Nationwide Alliance of Boat Surveyors and Examiners (NABSE) concerning its view of the past and future of the Boat Safety Scheme.

It was noted that although ACC had provided his views, the full views of Advisory Committee members must await their February meeting.

The BSSTC Chair reported that on request of the Chair the Technical Committee would consider the alleged issues related to technical matters further. It had a relatively brief period since the distribution of the report, however at their December meeting Technical Committee members noted that all alleged issues have either been completed or are coming through the Examination Checking Procedures process.

The BSS Manager concluded that the nature of the report was by and large unhelpful and that the BSS office should not expend any further resource on the matter.

The Chair will write a draft response and circulate it to members for comments and agreement. The aim would be to respond to NABSE before the Christmas break.

Chair
Actioned

The BSS Manager's document providing re-assurances for the BSS Manager Exec on subject areas covered in the NABSE report is to be circulated to members.

BSS SEC
Actionedd

75.8.2 *NABSE application to join BSSTC and BSSAC* - The BSS Manager considered the application by NABSE to have representation on both the BSSTC and BSSAC

The BSSAC application will be considered at the February meeting.

ACC

The BSSTC considered the request and concluded that it already had sufficient breadth and depth and sectorial representation to achieve any task in consideration of technical matters relating to the purposes of the BSS that it has been set by the BSS Manager. The request was therefore considered as not supportable. The Chair will write to NABSE advising it of this decision.

Chair

75.9 DATE AND TIME OF NEXT MEETINGS

75.9.1 Tuesday 13 Mar, BW Offices Paddington (BSSMC #76)

Tuesday 26 June, (BSSMC #77 – circulated reports only)

Tuesday 2 Oct, EA Head Office, Millbank (BSSMC #78)

Tuesday 18 Dec, venue TBA due to impending office relocation (BSSMC #79)

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