



BSS Management Committee – Confirmed Notes

MEETING #74 TUESDAY 27 SEPTEMBER 2011, EA MILLBANK OFFICES

Present:

Chair BSSMC
Chair BSSAC
Broads Authority
British Waterways Rep
Environment Agency Rep
Examiner Body Rep
BSS Manager
User Group Rep

Co-opted & Others:

BSS Communications & Secretariat.
BSS Quality & Technical Manager.

Apologies:

AINA Rep
Marine Trade Rep

Not Attending:

Chair BSSTC

74.1 MEMBERSHIP AND APOLOGIES

74.1.1 Apologies: Marine Trade Rep. Not Attending: AINA Rep, BSSTC Chair

74.2 MATTERS ARISING - *not otherwise taken on the agenda*

74.2.1 Solid fuel stoves – members ratified their decision to accept the six recommendations provided in doc C2, BSSMC #73 and as repeated below. This meeting was held by way of reports.

- a) the review and further promotion of awareness to help boaters stay safe from hazards presented by solid fuel stoves;
- b) a new advice check for 'non-intended' gaps in the body of solid fuel appliances (above the fire bed) in order to address the risk of CO escape;
- c) for boats with solid fuel stoves, boaters should fit a suitable and effective carbon monoxide alarm;
- d) the promotion of the code BS 8511 by BSS to the solid fuel industry (and the marine industry);
- e) the further exploration of the concept of a competent installers scheme with BMF;
- f) the further emphasis on enhancing the level of detail provided in incident reports.

The committee heard about the input of the volunteer solid fuel consultant, from Soliftec and how his practical help and contribution of in-depth expertise made a significant impact to the project to improve solid fuel stove safety. It was agreed that the Scheme should write to consultant thanking him for his assistance which is much appreciated.

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74.2.2 CO alarms – with reference to Doc H1, BSSMC #73, members ratified their decision to accept the reassurance from the detectors and monitoring trade body CoGDEM that carbon monoxide (CO) alarms manufactured to BS EN 50291 are suitable for installation in boats.

Such is the confidence in the potential for the product to protect, that the BSS can now align the message for boaters with messages for people in buildings that is to strongly recommend the installation and use of CO alarms where the alarm is certified as manufactured to EN 50291. This is a change from the previous BSS message which is to *consider* fitting an alarm certified to BS 7860.

The core message remains that preventing CO from happening is the most effective and important protection. However, in case something goes wrong unexpectedly, then boaters should have a suitable CO alarm as an all-important back-up.

74.3 REPORT OF THE EXECUTIVE PRE- MEETING -*not otherwise taken on the agenda*

74.3.1 The Chair reported that the Executive had received the financial report which showed the Scheme was on track with its business plan and finances are in good order.

74.3.2 The Executive discussed proposals from the BSS Manager to further help with identifying and controlling of two boat-related risk issues; the high level monitoring of man-overboard fatalities and high-level monitoring of deliberate fire-setting events for trends.

It was accepted in general by the Executive that for BW and EA this could be helpful and that other navigation authorities may also find it of benefit. It was noted that the Broads Authority was already monitoring such incidents and drawing conclusions from its work in relation to hire boats, however whilst the BA would promote similar provision to private boat owners, as it was a first party risk it would not be imposed.

On the basis that as the BSS was already necessarily collecting the 80-90 per cent of the background information on such incidents, the extras resource needed to collect the further information is accepted as negligible but still accrues potential benefit in helping to prevent harm to people and property from boat-related incidents.

Following detailed discussion on the potential resource implications and whether this issue was within the remit of BSS it was agreed that the initiative would be trialled for one year. On that basis the BSS team should seek out and provide the 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.

74.4 OUTCOME OF THE CONSULTATION WITH ALL EXAMINERS ON THE PROPOSED BSS EXAMINER CONDITIONS OF REGISTRATION [Doc B1]

74.4.1 The committee heard that the formal 3-month consultation with all BSS examiners on the proposed replacement of the BSS Examiner Code of Conduct (CoC) with the proposed Conditions of Registration (CoR) had concluded and that three examiners out of a total of 214 had provided responses. One examiner body also responded. Members agreed the CoR be accepted and adopted in April 2012.

The proposal from the examiner body to adopt a suggested text revision concerning examiner H&S responsibilities was agreed as an improvement.

There was discussion concerning CoR clause 1.4 with concerns being raised by the User Group rep that it may be seen to encroach on work activities by individuals that are not being carried out in the BSS or by association, navigation authorities' names. The view from the Chair and the BSS team is that there is no intention to draw in information or activities that are not part of the process directly culminating in the boat passing a BSS Examination.

It was recognised that the clause 1.4 is long-standing and that the CoR text had come through BSSAC, including agreement with boat user representatives and had been recommended in the form presented to the BSS Manager. However whilst recording the agreement to accept the CoR the Chair asked the BSSAC to consider if a change of words was necessary at the next review. ^{BSSAC}

74.5 DRAFT NAVIGATION AUTHORITY AGREEMENT [DOCS C1 – C3]

74.5.1 The Chair distributed his edited version of the introduction to draft NAA which was considered and accepted by the Committee.

The Navigation Authority Agreement is seen as the primary document for the BSS. The Committee is anxious that the other supporting documentation referred to in the Agreement is developed and all related documents are published at the same time.

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The target date should be 31 March 2012.

The BA rep questioned whether the coverage at b) sufficiently emphasised that the Scheme's mandatory requirements relate to third party risks. The BSS Manager will review.

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

The report paper was taken as read with some comments and updates.

74.6.1 *Decommissioned' or disconnected systems or equipment* (E1.2) The BSS Manager advised the committee that the decommissioning policy was on target to have the final draft proposal ready by 31st October.

74.6.2 *Hire Boat Code* (E1.4) the BSSAC Chair explained that in the context of the forward movement of many of the planned BSS, the matter of reviewing BSS hire boat requirements now stands out as needing addressing.

The BSS Manager repeated his previously stated view that the Scheme has no formal role in the ownership and development of the Hire Boat Code and the formal ownership of the 'standards' and in particular the review process, needs to be established before any BSS review of its hire boat standards can take place. His view is that since the Hire Boat Code brings in the BSS 2002 requirements as part of its fitness for purpose provisions, any changes to these should be presented to the owners of the code for ratification, in the context of the code.

He reported his view that the ownership of the Hire Boat Code is completely unclear. The BMF's unofficial position made known to him is that the BMF consider their involvement over since development was concluded. The MCA are retreating from inland matters and AINA has not expressed any intention to take up the reins.

The current picture is that the Broads Authority is being very active on hire boat standards, British Waterways has plans to monitor Hire Boat Code compliance before deciding upon any additional verification beyond the current BSS requirements and the EA rep informed the committee that the Agency has a plan ready to introduce additional hire boat requirements.

The BSSAC Chair asked if the committee would agree to the BSS 2002 Standards and checks being reviewed and requested that this be completed by October 2012.

The BSS Manager advised that it would need a consultant as resources across the BSS team could not meet the demands of such a project currently. The Executive agreed to discuss further with the BSS Manager.

74.6.3 *Incident report* (E1.7) AAC asked if the incidents reports for both committees could be in standardised format. The BSS Manager was able to assure members that common formats have been in use and will continue to be common for the BSSMC and BSSAC as improvements take place.

74.6.4 *Solid fuel stoves* (E1.9) AAC expressed concerns regarding the lack of availability of suitable products and the situation where installers, whilst being aware of the code, are being instructed by their clients to install to non-compliant standards e.g. single flues and/or corner locations in confined areas, etc; which the installers are doing subject to the customer signing a piece of paper absolving the installer of responsibility.

74.7 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE [Doc H1] - (TCC)

74.7.1 The report paper listing a number of technical appeals dealt with in the previous quarter was taken as read.

74.7.2 2005 private craft ECP review. The BSS Manager assured the committee that this is the top priority. It is possible that examiners may require some form of training. The target date for introducing the new procedures is April 1st 2012.

74.8 BSS MANAGER'S REPORTS

74.8.1 QUARTERLY INCIDENT AND ACCIDENT REPORT [Doc I1]

74.8.1.1 The BSS Communications Manager had some brief updates since the document was circulated. The possible CO related fatal incident could now be confirmed as not being CO. However, the cause of the man's death is still not available and will have to wait for the inquest. The fatal fire on the Medway still has to be confirmed as having either a deliberate or accidental cause. The BSS team will continue to seek information on this incident.

74.8.2 UPDATE ON THE BSS IT PROJECT [Doc D1] (

74.8.2.1 The paper D1 was taken as read with one comment. EGR noted that there had been no meetings recently between the ABSE IT rep and BSS Quality & Technical Manager and the BSS Communications Manager. It was reported that this was due to various holidays over the summer months, but that the fortnightly meetings were resuming asap.

74.8.3 QUARTERLY QUALITY MANAGEMENT REPORT [Doc F1]

The paper F1 was taken as read.

74.8.4 QUARTERLY FINANCIAL PLANNING & CONTROLS REPORT

74.8.4.1 The BSS Quality & Technical Manager provided a verbal report. Certificate sales are almost the same as last year.

An error within the BW financial system had meant that some staff costs had been incorrectly assigned to the BSS cost centre code, but this had now been identified and a correction is expected soon. The financial position aligns with the expectations in the business plan and so no change to the financial plan is expected.

74.9 ANY OTHER URGENT BUSINESS

74.9.1 In the absence of trade representation at the meeting, the BSSAC Chair wanted to raise the matter of the provision of CO detectors on hire boats. If this were to be imposed on the operators, it may be that some operators would see this as unnecessary and over-burdensome regulation with little justification.

74.10 DATE AND TIME OF NEXT MEETINGS

74.10.1 Tuesday 13th Dec 2011 BW Offices Paddington (BSSMC #75)

74.10.2 2012 BSSMC meeting dates

Tuesday 13th March, BW Offices Paddington (BSSMC #76)

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

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

Tuesday 18th December, venue TBA due to impending office move (BSSMC #79)