



BSS Management Committee – Confirmed Notes

BSSMC #72, 15 MARCH 2011, BW OFFICES, PADDINGTON

Present:

Examiner Body Rep
AINA Rep
Chair
User Group Rep
BW Rep
EA Rep
Broads Authority
BSS Manager
BSSAC Chair

Co-opted & Others:

BSS Comms & Secretariat.
BSS Quality & Technical Manager.

Apologies:

BSSTC Chair
MarineTrade Rep

72.1 MEMBERSHIP & APOLOGIES

72.1.1 Apologies were noted as listed above.

72.2 MATTERS ARISING FROM MEETING BSSMC #71 (DEC 2010) –

72.2.1 71.4 – The AINA rep confirmed that AINA were considering the BSSMC recommendations on the risk management opportunities/improvements presented by Stage 2 of the BSS IT project and should be able to reply by the end of April.

72.3 REPORT OF THE EXECUTIVE PRE- MEETING NOT OTHERWISE TAKEN ON THE AGENDA

72.3.1 *BSS quality management improvements* – The Chair reported that the Exec had discussed the request from the BSS Manager for him to attend a two day EFQM course to support BSS business excellence improvements. The Exec had agreed the training subject to BW Head of Audit agreeing the course as essential and appropriate.

72.3.2 *Hire boat code* – The BW rep outlined BW's intended activities in regard to the implementation of the Hire Boat Code (HBC). BW will engage with the BSS on a project to sample the compliance with the HBC.

The BSSAC Chair asked if the navigation authorities had undertaken any desk-top exercise in advance of any sampling. He said that the trade will welcome any moves to clarify the position with the implementation of the HBC. It was noted that there has been no effect on the numbers of hire boats on the Broads where the HBC has been implemented, indeed hire boat numbers have grown.

The AINA rep confirmed that some of the smaller AINA member navigation authorities have not moved forward the fact the HBC is now published.

72.4 PROPOSED REVISED CoC, THE BSS EXAMINER CONDITIONS OF REGISTRATION

72.4.1 The BSS Manager reported that all parties are happy to promote the proposed Conditions of Registration (CoR) as the replacement for the Code of Conduct (CoC) and expressed thanks to a long-standing member of ABSE for his joint work on the project.

72.4.1 Cont/ The proposed CoR provides a simplified structure and better explanation as to what examiners are agreeing to as a part of their registration. The proposals also cross reference to guidance and the investigation procedures.

The committee was reassured that in all important respects there has been no watering down of the navigation authorities powers to hold to account examiners that are doing things they should not. The proposals have received the benefit of legal advice.

72.4.2 The BSS Manager reported that the investigation procedure (BSSQA 006) concerning alleged breaches of the Code of Conduct is also being reviewed to ensure that it aligns with the changed working relationship between the BSS Office and examiners introduced by the BSS Examiner Service Level Agreement and the development of the examiners support website.

72.5 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE

72.5.1 The BSSAC Chair raised the proposed Navigation Authority Agreement (NAA) on the purposes and management framework of the BSS and sought direction from the navigation authorities.

It was agreed that the 2004 statements on the aims and approaches of the Scheme as published in the supporting documentation to the BSS modernisation continues to have the support of the owners of the Scheme. This confirmation allows the development of the draft NAA in advance of the next BSSAC.

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Concerning the development of the NAA, the AINA rep suggested that the use of the term 'sponsoring' navigation authority, when referring to the Scheme owners (BW and EA), should be reviewed, he suggested the term 'under-writing'.

72.5.2 While an earlier invitation to the Broads Authority to take on joint responsibility of the Scheme was not taken up because the financial implications. Under the new remit without subsidy, BW/EA agreed that wider inclusion of all participating navigations authorities should be looked into, not least the BA once more.

72.6 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE

72.6.1 Members' noted that in the regards to any proposals for changes linked to standards for solid fuel stoves, boat owners will support recommendations and new advice to help keep themselves safe, but that any regulatory approach would need careful judgement and some persuasion.

72.6.2 In regards to the potential for failures of portable fire extinguishers linked to age and/or other factors, and recognising that there are no adverse trends to report; members agreed that the responsibility for maintenance and serviceability is with owners and that BSS should continue to guide owners in this respect. As far as the navigation authorities' responsibilities are concerned, the Scheme should continue to rely upon the existing BSS fire extinguisher checks for condition and accepted certification of manufacture and performance.

72.6.3 The outstanding matter related to gas locker conditions will be covered off at the forthcoming BSSTC meeting in April and the matter settled by the round of committee meetings in September.

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72.7 BSS MANAGERS ACTIVITY REPORT

72.7.1 The committee was content on the plans outlined in the Annual report of incidents and accidents recorded for the year 2010, inferences drawn and proposed 2011 BSS risk-activity with the addition of further research into the causes of incidents linked to

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decklights (bullseyes).

- 72.7.2 The Chairman congratulated the BSS Quality and Technical Manager on the work to support the work of moving all reporting of examinations using the online system. ABSE continues to support the approach of the joint process for ironing out any problems and consultation on bringing forward planned developments and improvement to existing features.

72.8 ANY OTHER BUSINESS NOT OTHERWISE ON THE AGENDA

- 72.8.1 The BA rep informed the committee that as from April 1, the BA would start to enforce on adjacent waters

The BSS Quality & Technical Manager noted that the EA's TWA related introduction of the BSS for boats on contiguous waters on the Thames seems to have made local examiners busier than usual for this time of the season

- 72.8.2 The User Group rep raised the matter of introducing a quality management system, linked to a timetable. He noted that there were not as yet a formal set of quality documents and he was supported by the Chair of the BSSAC who said that committee was also expecting a suite of documents which would define its role and give the guidance as to the boundaries and expectation it had to operate within.

The BSS Manager said that much of the work is done and explained that a bottom-up and top-down document development process was found to be the best way to ensure the documents were joined up. He said to large extent the suite of documents reflect the BSS approach and that what he is looking for is measurable and continual improvements.

It was noted that the BSSMC and the BSSMC Executive have the responsibility to agree and monitor performance milestones.

72.9 DATE AND TIME OF NEXT MEETINGS

- 72.9.1 The following dates have been agreed within the executive and other members are asked to try to set aside the dates in their diaries.

28/6/11 (BSSMC #73 – No meeting Reports only);

27/9/11 EA Offices Millbank (BSSMC #74);

13/12/11 BW Offices Paddington (BSSMC #75)