



BSS Management Committee – Confirmed Notes

BSSMC #71, 14 DECEMBER 2010, BW OFFICES, PADDINGTON

Present:

Examiner Body Rep
AINA Rep
EA Rep
Chair
Marine Trade Rep
BW Rep
BA Rep
BSS Manager

Co-opted & Others:

BSS Comms & Secretariat.
BSS Quality & Technical Manager.

Apologies:

BSSTC Chair
BSSAC Chair
User Group Rep
EA Rep
BA Rep

71.1 MEMBERSHIP & APOLOGIES

71.1.1 The Head of Boating Safety represented the Broads Authority and the EA Recreation and Navigation Advisor stood in for the usual EA rep, the AINA rep had to leave the meeting after agenda item 71.4.

71.1.2 Apologies were noted as listed above.

The Marine Trade rep reported that the BSSTC Chair had had his operation and is making good progress in his recovery; the committee expressed its continued best wishes.

71.2 MATTERS ARISING FROM MEETING BSSMC #70 (SEP 2010) –

71.3.1 The BSS Manager reported on actions outstanding:

70.1.4 – BSSMC User Group Representative - The navigation authorities consultative groups previously invited to submit candidates for the user group representative will be written to shortly to advise them of the new process used to appoint the NABO representative on BSSAC to the role and share his contact details as the user group representative.

BSS
Secretariat

70.3.3 – The BSS and the RCD - The committee heard that the BSSTC Chair had provided an interim list of potentially conflicting BSS requirements and that once he is back at work, a further-developed list might be forthcoming. A revised document detailing the alignment between the BSS and the RCD was created and it was agreed to share it with all members of the BSSMC

BSSO

70.4 – A potential new risk HHO generators - The carefully balanced HHO information has been drafted and will soon be circulated to examiners, the general public and to the navigation authorities (via AINA).

BSSO/AINA
Rep

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

No items on that are not already on the agenda.

71.4 BSSMC VIEW ON THE RISK MANAGEMENT OPPORTUNITIES/IMPROVEMENTS PRESENTED BY STAGE 2 OF THE BSS IT PROJECT [DOC C1]

71.4.1 The BSS Manager re-iterated that stage 1 of the BSS IT project concerns examiner reporting examination online and that this stage was nearing completion. Stage 2

concerns improvements in risk management processes and is now ready to be developed and implemented.

71.4.1 He said that it is essential that the Navigation Authorities understand the opportunities offered by the Salesforce facility and set the policy direction for the Scheme.

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Members considered the improvements in risk management opportunities as outlined in *Doc D1, BSSMC #71*. The task was to develop recommendations from BSSMC that can be presented to AINA members as BSS policy proposals in support of Navigation Authority interests.

The IT risk management improvements and efficiencies were generally welcomed subject to the following constraints:

- BSS IT improvements must be focussed upon the primary function of the BSS to help the Navigation Authorities address the risks presented by boats that have been inadequately constructed, equipped or maintained.
- BSS IT improvements must not lead to additional BSS costs or duplicate data collected from navigation authorities.
- The Navigation Authorities can request support from the BSS IT facility support for boat licensing and enforcement responsibilities but the focussed BSS initiatives should not introduce added responsibilities for the Navigation Authorities.

71.4.2 The extent the BSS should collect boat risk information and the extent this activity should be shared with the navigation authorities

The following recommendations are to be put forward as BSS policy proposals for AINA.

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a) Boat risk data collected by examiners during an examination should be the minimum necessary to inform BSS risk avoidance activity. For example, the fact that a vessel has a petrol engine must be recorded but the make and model of that engine need not be.

b) Concerning the BSS responsibility regarding relevant product recalls, the BSS will assess the risk in the context of the known supply of the product to the marine market in co-operation with the supplier. Where appropriate, the BSS will communicate the risks and associated recommended actions on the BSS website and by media release, but the BSS will not assume the responsibilities of consumers or suppliers in this respect.

Note – not for inclusion in the AINA proposals. The Examiner interests perhaps to collect more full information on the engines and appliances on board to help answer any subsequent challenges as to the adequacy of any examination were recognised. This can be raised and discussed at the time of BSSAC dealings with this subject, but additional recording of boat data will not be required by the BSS.

71.4.3 Associated with the above, the extent to which the Navigation Authorities wish to rely upon the BSS taking on their responsibilities to be the keeper of data concerning the boat; as opposed to boat owner data.

Members fully supported the drive for consistency in the boat identification fields collected by the Navigation Authorities from boat licence applications.

Members recognised that the BSS already issue boats with a unique and discreet number on the Salesforce system; however it was agreed to allow the concept of the BSS as the 'keeper' of data concerning boats to develop over time if this is determined to be in the interests of the Navigation Authorities.

The following recommendation is to be put forward as BSS policy proposal for AINA.

a) AINA member navigation authorities having licensing functions should align the boat identification data fields at the earliest opportunity in order that efficiencies

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supporting online licensing and BSS examiner reporting can be realised.

71.4.4 The extent to which the BSS should position itself to collect boat incident reports directly from the public (taking into account that data is essential in support of identifying & prioritising BSS boat safety initiatives).

Members supported the BSS offering a facility to collect boat incident data directly from the public, provided the facility does not duplicate the facilities in place with BW, EA and the Broads Authority and that measures are put in place share collected data with relevant navigation authorities and National Water Safety Forum (NWSF) etc.

The following recommendation is to be put forward as BSS policy proposal for AINA.

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a) The BSS will introduce a facility to collect boat-related incident data from the public aimed at ensuring more complete data is available to inform BSS risk avoidance activity. The BSS facility will complement the existing incident data collection facilities provided by BW, EA and the Broads Authority and BSS boat incident data will be shared with relevant navigation authorities and NWSF.

71.4.5 'Dangerous Boat' Notifications – the changes that can be brought about by IT

It was agreed that the current 'dangerous boat' notification process will be handled through the BSS IT facility largely un-amended.

It was further agreed that BSS IT improvements should focus on BSS responsibilities and that the Navigation Authorities can be invited to consider how and if the facility can support NA boat licensing and enforcement responsibilities.

The following recommendation is to be put forward as BSS policy proposal for AINA.

a) The Navigation Authorities are invited to consider ways the BSS IT facility can further support their boat licensing and enforcement responsibilities.

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71.5 BSSMC VIEW ON THE REVIEW OF THE PURPOSE OF THE BSS [Doc D1]

71.5.1 Members appreciated the BSS management bringing to their attention the period since the last review of the purpose of the Scheme. They considered the purpose and aims as expressed by previous AINA Chairman in the pre-ambles to the 2004 BSS modernisation consultation document to remain current. It was agreed that a view on this position would be sought from BW legal department.

BW Rep

For the purposes of drafting of the Navigation Authority Agreement, the BSS management team were encouraged to be guided by the previous discussions at this meeting concerning the focus on the primary functions of the BSS.

The BSS manager agreed that the position enabled development of the suite of documents in support of quality improvements including further definition of the BSS risk-based approach, etc.

71.6 REPORT FROM THE CHAIR OF THE BSS ADVISORY COMMITTEE – The committee's attention was drawn to the Report from the Chair of the BSSAC [Doc E1].

71.6.1 The committee was pleased to hear that the Service Level Agreement process had been published and the examination consistency improvement opportunities it opened up.

71.6.2 The Marine Trade rep advised the committee that the situation regarding the Low Sulphur Fuel Directive implementation still needs watching closely. His update included the information that he BMF has been working with the Federation of Petroleum Suppliers to help ensure that fuel stocks intended for the marine market do not contain the bio-fuel component presenting the potential risk of micro-biological fuel

contamination.

71.7 REPORT FROM THE CHAIR OF THE BSS TECHNICAL COMMITTEE – The committee's attention was drawn to the Report from the Chair of the BSSTC [Doc E1].

71.7.1 The committee was pleased to learn that a volunteer competent expert had been found to support the solid fuel stove project.

71.7.2 The committee was also informed that a project on improving electrical safety is moving forward utilising expertise in the examiner corps. There is the aim to have publicly available information this spring. This project is moving forward in tandem with the work of the BSi committee JPL18 which includes in its membership the Examiner Body rep.

71.8 BSS MANAGERS ACTIVITY REPORT

71.8.1 The BSS Manager referred to *Doc 11*, Report of incidents and accidents recorded to and the context of the Annex B – further detail of man over board (MOB) incidents – was discussed.

It was agreed the main use of capturing MOB data was that, in the absence of any other source, it provided the wider context for individual navigation authorities to consider if any patterns in events were apparent and if so, any actions were needed. So far this year despite the relatively high numbers of MOB deaths, no one pattern is apparent. A watching brief was the agreed action with the MOB incident report data continuing to be captured.

It was confirmed that the BSS would make all records available to the National Water Safety Forum and the WAID database

At the last BSSMC meeting it was commented that the BSS incident data could be better contextualised. It was reported that the present Excel database cannot provide the subtleties needed without expending unwarranted staff hours adjusting a format. The BSSMC can expect improved data reporting suggestions for the next meeting.

In the meantime the BSS Communications Manager was asked to extend some of the explanatory text concerning the terms and classifications.

71.8.2 The BSS Quality & Technical Manager presented the Update on the BSS IT Project [Doc H1]

The committee was pleased to hear of continued improvements in the IT project and the working cooperation between ABSE and the BSS on the IT project.

71.8.3 The BSS Quality & Technical Manager presented the Quality Management Report [Doc J1]

The BSS Manager said that one focus for the BSS in the first quarter of 2011 would be quality processes and procedures in the context of the changes and enhancements brought about by the introduction of the SLA and the BSS IT improvements. Suggested improvements in this respect will be directed through BSSAC to BSSMC.

71.9 ANY OTHER BUSINESS NOT OTHERWISE ON THE AGENDA

71.9.1 None

71.10 DATE AND TIME OF NEXT MEETINGS

71.10.1 The following dates have been agreed within the executive and other members are

asked to try to set aside the dates in their diaries.

15/3/11 BW Offices Paddington (BSSMC #72);

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)