



BSS Advisory Committee – Confirmed Notes

BSSAC #78, 22 NOVEMBER 2011, BW OFFICES, HATTON

Present:

TBA – (Acting Chair)
 IMarEST
 EA
 RYA1 Executive Interests
 BMF3 - Canal-based Comm. Interests
 IIMS
 RBOA
 IWA
 RYA2 Yacht Clubs and Users
 AWCC
 YDSA
 BMF2 – River-based Comm Interests
 ABSE
 NABO

Co-opted & Others:

BSS Manager
 BSS Quality & Technical Manager

Apologies:

MCA
 BSSTC Chair
 Broads Authority
 BMF1 - Executive Interests
 AINA
 Chair

Not Present:

BW – Vacant

78.1 Apologies – Apologies were noted as listed above.

78.1.1 *Membership matters* - members noted the NABSE request for membership of the committee and the fact that this will form part of the 'membership review' agenda item at the February BSSAC meeting. The Secretariat was asked to write to NABSE to request a submission, addressed to the BSSAC Chair, setting the case for NABSE membership of BSSAC. Any response can be used to support the agenda item.

Secretariat

78.2 Accuracy of the notes of BSSAC meeting #77 – Accuracy was accepted.

Matters arising from the notes of BSSAC meeting #77 [Not covered on the agenda] –

78.2.1 75.2.2 – *diesel bug* – the BSS Manager, under the brief set by BSSMC to facilitate committee member appreciation of the subject, gave a brief presentation of data from the River Canal Rescue (RCR) organisation indicating that RCR call outs show a significant increase in both fuel contamination and parts failure.

Diesel contamination RCR call-out statistics	2010	2011
injector pump	3	32
diesel fuel contamination	140	220
fuel pipes, & pumps	97	155

Members requested clarity concerning the figures, recognising that RCR membership had increased in the last year, and they also requested additional information concerning the age of engines subject to damaged seals.

In a wider context, it was agreed that an accepted/validated source of information and good practice advice would benefit boat owners. Accordingly the BSS Secretariat should contact BMF, RYA, IMarEST, PLA to promote this need.

Secretariat

- 78.2.1 77.13.3 – *solid fuel stove equipment availability* – the BSS Manager presented the known availability of equipment promoted to boat owners and/or the marine trade in response to the publication of the BS8511 code.

Makers	Products
Morsoe UK Ltd	appliance/flue kit
Chilli Penguin Stoves	appliance/flue kit
Portway Stoves	appliance/flue kit
Northern Fabrication	appliance/flue kit
Major Chandlers	Products
Midland Chandlers	appliance/flue kit/insulation
Aquafax	appliance/flue kit

The BMF3 rep said that Warstock Development Limited should be added as a supplier of bespoke flue kits (note that Warstock also stock calcium silicate insulation boards).

Post-meeting note from the BSS Manager. It is recognised that the list above is not complete and that, for example, more chandlers now have product availability. It is also recognised that most appliances will inherently meet BS8511. The appliance makers listed above are the ones that have published the fact that their products comply and that may have installation instructions relevant to installing their products safely in boats. The BSS is considering a way of publishing availability without compromising its position not to engage in product endorsement.

78.3 To note actions arising from the BSSMC meeting reports -

78.3.1 *Supporting Documents –*

- *Unconfirmed notes BSSMC #74 [Doc J1, BSSMC #74]*
- *Navigation Authority Agreement – marked –changes final version [Doc D1, BSSAC #78]*

78.3.2 The Chair invited comments on the BSSMC notes. The AWCC rep, referring to 74.4.2 CO Alarms, said that it must be made clear that it is equipment manufactured to the 2010 version of the BS EN 50291 standard that provides the additional assurance of suitability in a boat environment. At least some makes/types of CO alarm appear still being made to the 2001 version, assurance should be sought from the instructions with the product concerning suitability for boat use.

78.3.3 The Chair requested any comments on the marked-changes final version of the Navigation Authority Agreement (NAA). The only comment recorded was the typo identified by the Chair in the second line, in the first paragraph of the section entitled 'About this agreement' on the first page. '...setting out ~~what~~ the purpose of the Scheme...'

78.4 Boat owner awareness of inadequate ventilation [IMarEST]

78.4.1 *Supporting Document Subject: - Upgrade/Awareness to Boat Owners of Inadequate Accommodation Space Ventilation for discussion at BSSAC [Doc E1, BSSAC #78 attached];*

78.4.2 *Context – IMarEST are concerned about boaters being made ill or being killed by carbon monoxide poisoning. IMarEST advocate ventilation returning to mandatory BSS status and point to BS8511 solid fuel stove standard as placing an expectation of compliant ventilation. IMarEST also advocate an upgraded BSS warning notice process, including owners being asked to countersign the notice confirming understanding of the risk issues.*

78.4.3

The Chair invited comments on the IMarEST paper. There ensued a comprehensive discussion of the issues at play as recorded in the list below:

- examining ventilation provision can only reflect provision on the day;
- the formula used by examiners is the same as published in PD 5482: 2005, and BS EN ISO 10239: 2008.
- the current ventilation formula is regarded by some members as no longer credible because it presumes all appliances performing at maximum capacity. With some multi-appliance boats this eventuality could cause the space to become uncomfortably hot to the extent that the occupants could be forced by the heat to leave the space;
- the current BSS warning notice threshold at 50% of the calculated ventilation requirement and/or zero low or high ventilation, reflects a reasonable approach;
- the third party focus of mandatory BSS requirements precludes ventilation returning to mandatory status;
- modern caravan ventilation formulae take account of accommodation space volumes, not appliance input ratings;
- having in place adequate ventilation when using appliances is as much a matter of education, awareness and behaviour;
- boat builders should ensure adequate ventilation on new boats including trunked low level ventilation where appropriate;
- allowing closeable ventilators on sea-going vessels is a reasonable approach;
- Gas Safe registered installers are duty-bound to act differently to BSS examiners as they should enforce the ventilation requirements of the published standards. The BMF2 rep raised concerns over the apparent conflict between the obligations of being a Gas Safe Registered installer and the checking procedures applied by BSS Examiners during a BSS Examination. He asked whether the BSS Manager would support a BSS Examiner in a court of law regarding a craft with permanent ventilation smaller than the full requirement. The BSS Manager advised that he would support such an examiner;
- hire boats are subject to GSIUR 'landlord' checks and hirers are considered third parties. As such the BSS must take a different approach and retain ventilation as mandatory;
- the RBOA rep expressed concern over the increased use of covers over bow and stern decks of narrow boats, also over side hatches, in the winter, which can cover ventilation points. There had been an instance (previously reported to BSS) of a CO alarm being triggered by hydrogen emissions from battery charging. (The cover had been added recently). Boaters need to be made aware of the potential problem of using covers

78.4.4

The following actions were agreed to be taken away by the BSS Office:

- a) the paper produced some years ago by the IIMS rep promoting an alternative ventilation calculation approach should be placed before BSI at the time of the next review of PD 5482-3; BSS Office
- b) the BSS Office will review the warning notice to ensure it is effective in delivering the CO risk warning. The Office will also consider the owner counter-signing the warning notice, but are initially sceptical about the practicalities (owner may not be present) or the need (the issue of a warning notice coupled with the availability of the associated published BSS awareness information and BSS Essential Guide is adequate); BSS Office
- c) a proportionate BSS awareness campaign should be planned and implemented to emphasise the importance of boat owners operating appliances with adequate ventilation. Also, the text of published BSS guidance should be reviewed to ensure consistency with the campaign messages. BSS Office

78.5.

Develop BSSAC recommendations regarding the Guidance Note for BSS Examiners - The application of BSS Checks to decommissioned or disconnected or not present systems or equipment

78.5.1 Support paper – none

78.5.2 Context – in response to a request for clarification from an examiner, there is a need to issue clear guidance to examiners covering those situations where, during an examination, systems, appliances or items which are the subject of BSS checks are found decommissioned or disconnected. The initial version presented at the last meeting was considered too controlling and the task set to re-draft it in a way that offers examiners reasonable and measured advice that supports consistent examinations.

78.5.3 The BSS Manager apologised that the planned support paper had not materialised due to competing priorities. He said that the provisional near final version of the advice concerning decommissioned/disconnected system will be with BSSAC examiner body reps in the next few weeks. Following any remaining comments from the examiner reps all BSSAC members will be asked to comment on the near-final version.

BSS Office

78.6 Report from BSSTC Chair

78.6.1 Support paper – Report from BSSTC Chair for BSSAC [Doc I1, BSSAC #78]

78.6.2 Context – standing item – a report of BSSTC

78.6.3 In the absence of the BSSTC Chair, the BSSAC Chair invited any comments on the report received in advance of the meeting. No comments were received. The BSS Manager confirmed the imminent ECP Working Group meeting and confirmed user group representation from NABO and RYA.

78.7 Quarterly update on the progress of the BSS IT project

78.7.1 Support papers

- Update on the progress of the BSS IT project [Doc J1, BSSAC #78]
- Update on Stage 2 IT [Doc K1, BSSAC #78]

78.7.2 Context – standing item – a routine quarterly report by the BSS Quality and Technical Manager and a verbal update on Stage 2 of the IT project. Stage 2 involves boat risk information being recorded online by examiners and changes to BSS documentation.

78.7.3 The BSS Quality & Technical Manager introduced quarterly report *Doc J1*; no comments were forthcoming from members on this document.

Concerning the paper reporting the update on Stage 2 of the IT project [*Doc K1*], the BSS Quality & Technical Manager reported that the sub-group tasked with helping finalise the recommendations for change met recently on 15 November.

The RBOA rep (a member of the sub-group) was critical of the fact that papers supporting the recent meeting of the BSSAC sub group had arrived late and with little time to digest. The BSS Quality & Technical Manager committed to more timely arrival of papers in advance of the next sub-group meeting.

He reported that sub-group members reviewed draft documentation supplied by the BSS Office that had been produced taking account of the criteria discussed and agreed at the first meeting earlier in the year. The group also looked at the examination documentation process and feedback from the ABSE rep in relation to the responsibility for document printing. Changes were agreed to documentation layouts and content. Questions were raised at the sub-group in relation to document completeness and the 'mandatory versus optional' nature of the data inputting. These aspects were not finalised at the sub-group meeting and form part of the work-in-progress.

78.7.4 Members had the following amendments and comments concerning *Doc K1*:

- a) 1b) add the following text - *the information retained by examiners is adequate to record an examination, in the event of an enquiry;*
- b) 2), table title, add a word at the beginning, 'Provisional programme of activity....';
- c) 4d) refer consistently to Canal & River Trust rather than 'Canal and River Trust'.

78.7.5 The BSS Quality & Technical Manager confirmed that the delivery point of IT2 was 31 March 2012, subject to the potential threats identified at section 4 of *Doc K1* not manifesting themselves

The ABSE rep said that he was happy that progress was being made but the RBOA rep said she was disappointed that the project was not further advanced. The BSS Quality & Technical Manager reminded members that IT2 includes significant aspects beyond documentation, such as Salesforce modifications and boat detail uploads from Navigation Authorities.

The RBOA rep was optimistic that the outcome of the project will lead to a rationalisation of the various BSS examination documents and clarify the purpose of such documents.

78.8 Quarterly BSS quality management report

78.8.1 *Support papers;*

- *Quarterly BSS Quality Management Report [Doc G1, BSSAC #78]*
- *Initial review of the 'BSS Delivering Consistent Examinations' Core Process [Doc F1, BSSAC #78]*

78.8.2 *Context – quarterly report is a standing item*

BSS core process review is crucial to ensure that the BSS is effective at meeting its purpose and will better support BSSAC in assessing BSS performance.

78.8.3 The BSS Quality & Technical Manager introduced *Doc G1* and focussed on the section at the top of page 2, covering examiners reporting no BSS faults and the potential for data distortion on the Salesforce database. He reported that examiners reporting no faults are a reducing number and that generally the circumstances reflect:

- Examiners who have maintained close contact with the owners to encourage continued BSS compliance and who may also have previously examined the boat;
- Examiners who are also surveyors and had previously attended the boat to carry out a pre-purchase or insurance valuation survey; such that when they were eventually presented with the boat for a BSS examination, no faults would be found.

The BSS Office fully accepts that if the surveyor has a contract to conduct a survey and subsequently (i.e. after the survey) he is contracted to carry out a BSS examination/cert issue, the BSS cannot ask or expect the examiner to enter onto Salesforce the faults determined at the survey. However, if the surveyor/examiner has a contract for a survey and a separate contract for a BSS examination, both to be done at the same visit, then the examiner can/should enter the BSS fail points on to Salesforce.

The BSS Quality & Technical Manager reported that the total number of pass examinations reported by this 'no fault' group totalled below 900 for the period which only represented 0.08% of all examinations recorded. The BMF3 rep said that it was 8% and not 0.08% which is a significantly different proportion. The BSS Quality & Technical Manager accepted that his percentage figure was wrong in the report but maintained that the proportion is still low and that he will report quarterly on this figure and fully expected to reduce through the close engagement with the small number of examiners concerned.

The BSS Manager drew attention to the proposal in the second paragraph of *Doc G1* to implement a change to the field assessment procedure from a single examiner driven process to a new 3-stage assessment and use it from late November.

He said that since the paper was sent, the BSS Office wished to make field assessments a 4-stage assessment process and to include a targeted compliance check element. For example examiners could be asked to provide their records of a specific examination recently carried out. The assessor could assess the record against the Conditions of Registration (CoR) - or the published instructions supporting it.

Members were supportive of the addition of this 4th stage, and indeed the three initial stages and so this will be implemented and trialled for the 15 planned field assessments to take place before 31 March. The 4 stages are outlined below for ease of reference:

BSS Q & T
Manager

- 78.8.4 cont/
- stage 1 is a targeted simulated assessment;
 - stage 2 is a short targeted written knowledge and understanding assessment;
 - stage 3 is the examiner's opportunity to raise technical items;
 - stage 4 is the targeted compliance check, based upon CoR (currently CoC) provisions.

78.8.5 The BMF2 rep raised the reference in *Doc G1* to the training of a number of EA employees in both an investigation of boat related incidents and hazardous boat identification course. The EA rep confirmed that groups of EA operatives initially involving Thames and Medway staff and then Anglian staff will be involved. He also confirmed that types of spot checking are ultimately envisaged. In answer to a question from the RBOA rep he said that EA staff will be generally be 'warranted', will have i/d cards and will adopt a non-confrontational approach. The first incident investigation course is scheduled for early December.

Members generally welcomed this news as a very positive development.

78.8.6 *(this item was moved to after lunch)* The BSS Manager introduced *Doc F1*, the core process review paper concerning delivering consistent examinations. He explained the crucial importance of the process in ensuring the BSS meets its aims and purpose and as a tool to enable BSSAC to gauge the success of the BSS in this respect.

Members received a briefing as to the various sections of the report setting out the review process used, defining the key terms and outlining the conclusions drawn from the review. He invited comments on the report and specifically upon the measures outlined in the improvement plan set out in Annex C.

The NABO rep questioned the mention on page 5 (at the sub-section entitled Boat owners) of the influence of boat owners concerning examiners carrying out consistent examinations. The BSS Manager explained that boat owners may influence the outcome of the examination in two ways. Firstly if a large proportion of boat owners never prepared their boats for examination then the task to get boats through the BSS examination would be made more difficult. It is possible that this situation may manifest itself in more examiners being influenced not to carry out a thorough examination. Secondly, if more boat owners could be encouraged to maintain their boats to the standards, in the interests of safety, then it is more likely that an examiner will come across a compliant boat at examination. The review report recognises that encouragement for owners in this respect could influence examiner consistency and would very much be in the interests of the Navigation Authorities. It was agreed that messages could be developed to support this concept, for example, for examiners to encourage boat owners to prepare their boats and for boat owners to persuade them that on-going compliance is in their safety interests.

Members had no other comments to make and there was general contentment that the proposals were both comprehensive and supportable. As such the BSS Office review paper and proposals will proceed to BSSMC un-amended other than the two minor typos.

BSS
Secretariat

78.9 Report from the BSS Manager

78.9.1 *Supporting Document - Report of incidents and accidents recorded 1 January to 31 October 2011 [Doc H1, BSSAC #78]*

78.9.2 *Context – standing item.*

78.9.3 The Chair invited any comment on *Doc H1*. The following comments were recorded:

- a) The NABO rep sought detail to be added in future reports concerning electrical fires as to whether these were AC or DC fires.
- b) One member re-counted his experience witnessing barbecues in use but said some are intended to hang over the push/pulpit rails.
- c) The RBOA rep commented on the number of workboat/commercial vessels involved in reported incidents and requested if these could be detailed.
- d) The BSS Manager re-iterated the requests in the report for near-miss occurrences concerning petrol vapour escape events. This is in response to the lack of evidence from boats totally burnt out following petrol fires.

BSS
Comms
Manager

BSS
Comms
Manager

78.10 Items for BSSMC

78.10.1 For BSSAC Chair to decide – AOB item 78.12.3 was suggested

78.11 Date of the provisional 2012 BSSAC meetings to be confirmed,

78.11.1 All but one date is confirmed:

Tuesday 28 February (#79) - confirmed

~~Tuesday 22 May (#80) – to be re-scheduled~~ **Now provisionally Wednesday 16 May (#80)**

Tuesday 11 September (#81) - confirmed

Tuesday 27 November (#82) – confirmed

78.12 Any other business [AOB]

78.12.1 The RYA2 rep asked when the gas locker checks would be changed. The BSS Manager reported that the LPG gas locker issues were coming through BSSTC in readiness to be incorporated in to the ECP Review outcomes.

78.12.2 The BMF3 questioned why the first time he had seen a FAQ concerning RIB fuel tank accessibility was on the BSS examiner support website. He asked about the process by which FAQs are published and who gets to know about them. The BSS Manager agreed to find out what had happened and report back.

BSS
Manager

78.12.3 The RBOA rep expressed concern at the lack of press releases from the BSS. She was of the opinion that many more could have been warranted throughout the year.

She also said that there was a place for an on-going trickle of informal articles on boat safety matters. She gave examples such as preparing boats for the new season or ventilation through pram hoods. It was suggested that the practitioner bodies may be placed to contribute articles, as ABSE previously had to RBOA concerning electrical safety.

The BSS Manager agreed to discuss the press release shortfall with the BSS Comms Manager in the first instance. He intended that a BSS communications protocol would cover the wider subject of what information BSS publishes and when this is triggered

BSS
Manager