



BSS Advisory Committee – Confirmed Notes

BSSAC #76, 7 JUNE 2011, BW OFFICES, HATTON

Representatives present:

Chair (independent)
ABSE
AINA (including Broads Authority for this meeting)
AWCC
BMF2
IIMS
IMarEST
IWA
NABO
RBOA
RYA2
TBA
YDSA

Co-opted & Others:

BSS Manager
BSS Quality & Technical Manager

Apologies:

BMF1
BMF3
BSSTC Chair
Broads Authority
Environment Agency
MCA
RYA1

Not Present:

British Waterways

76.1 Apologies – Apologies were noted as listed above.

Disappointment was expressed by the Chair that the AINA rep was the only navigation authority representative present.

76.2 Accuracy of the notes of BSSAC meeting #75 – Accuracy was accepted.

Matters arising from the reports [Not covered on the agenda] – No matters arising were addressed as all listed actions are included in the agenda.

76.3 To note actions arising from the last BSSMC meeting #72 - No matters arising from the BSSMC meeting notes were addressed as the main items are included in the agenda.

76.4 Solid fuel stoves on boats and recommendations to address the key hazards

76.4.1 Supporting Documents –

- *Solid fuel stoves on boats and recommendations to address the key hazards [Doc C2, BSSAC #76]*
- *Solid fuel stoves on boats and recommendations to address the key hazards [Doc C1, BSSTC #38]*

76.4.2 Context – solid fuel fire incidents continue to feature in quarterly BSS incident reports, BSSTC had the task to review report Doc C1, overlaying the known causes of incidents against the approach of the new code of practice BS 8511 and making recommendations for BSS activity. BSSAC members now have the opportunity to comment on the recommendations set out in Doc C1

76.4.3 The BSS Manager introduced *Doc C2* setting the six recommendations and the comments of BSSTC members on those recommendations. The following comments were recorded from members:

- a) the IMarEST representative said most suppliers were falling short of information necessary for builders to install to the code and what was needed is simple information how to install to the code;
- b) the AWCC rep said that there needs to be a push of information from suppliers and a pull for information from the marine trade installers;
- c) the RBOA rep said that until boat builders adopt the code, safety benefits will not be seen. There was little to suggest products to the code at the Crick Show;
- d) the IWA rep said that use and maintenance is key to success and challenged stove designers to design inherently safer appliances, with less risk of over-firing, which he saw as the most significant risk. The RBOA rep added that over-firing can occur if the air vent is left open too far;
- e) the AINA rep said that boat owners new to boating may assume installations on new boats must be to the code, but they are not always so, he suggested that this is a Trading Standards issue;
- f) the AINA rep asked what examiners can do to report new installations obviously not to the code;
- g) the NABO rep stressed that the DIY installation of appliances is just as important as professional installation and that BSS initiatives should address the DIY installer.

76.4.4 The Chair asked if members were happy with the approach and recommendations, members confirmed their general contentment with the approach.

The Chair further tested members' views as to whether mandatory examiner checks should be introduced or should be further considered. No comments of support for this were forthcoming. He asked whether advice and awareness approach had support and received general agreement.

It follows that the recommendations can proceed to BSSMC with an agreed strong message from members to the marine trade associations to make every effort to ensure their trade members adopt and install to the code.

BSS
secretariat

76.4.5 The BSS Manager provided the following additional information for members. This was generally accepted to answer some of the points raised at 76.4.3:

- a) he summarised from the report endorsed at BSSTC that a practical, repeatable check for examiners was not achievable and anyway could not be effective in addressing the range of circumstances at play, partly because the cause of incidents is attributed in equal emphasis to poor installation, poor maintenance or inappropriate use of the appliances;
- b) he promoted the six recommendations as offering the most effective way to address the risks. He said that the intention is to implement the recommendations in advance of the winter season in order that the BSS can be seen to be have been diligent in acting on its own assessment of the risks;
- c) he said that immediate work included reviewing and refining the BSS information available to boaters on this subject and working with the BSS consultant to develop the simple information how to install to the code in annotated pictorial form. This simple advice is to be promoted to suppliers, boat builders, boat owners and boating media alike and will focus on the most cost-effective choices included in the code;
- d) this improved information is necessary in advance of the planned BSS media release in late July promoting boat owners to select appliances, flues and hearth and insulation products to the new code when adding or replacing solid fuel appliances. He said that the release will promote the cost saving benefits as well as the safety benefits of installing to the code;
- e) he recognised that the BSS was only one voice concerning this subject and that there was no 'controlling' body, hence the need for all interested parties to work together.

76.5 Draft Navigation Authority Agreement

76.5.1 *Support paper – Draft Navigation Authority Agreement [Doc L1, BSSAC #76]*

76.5.2 *Context - The Navigation Authority Agreement is one of the documents being developed in support of the purpose of the Scheme. It is intended to be a formal agreement between the Navigation Authorities through BSSMC and the BSS Office setting out the purpose, aims, scope, activities and services, methods and values and value-basis (cost & effectiveness), change-management (decision making) tools (i.e. risk-based, better regulation), management & funding arrangements and committee structure and purpose.*

76.5.3 The Chair introduced the item and invited comments on the draft *Doc L1*. In general members considered the draft to be a suitable basis upon which to proceed and acknowledged the initiative as work in progress.

Specific comments related to the length and style of the document. Members in general wished the document to be more concise and less aspirational.

The NABO rep suggested that the Technical Equivalence Panel needs to be referred to at the place in the document where the BSSTC is referred to.

BSS Office

The exclusion of commercial classes of boats from the agreement was questioned. The BSS Manager said that this was because BSS modernisation in 2004 was only for privately owned and managed craft and that the regime for moving forward requirements for commercial classes was now firmly with AINA, MCA and BMF as owners of the hire boat code and the small passenger boat code. He said the decision as to the role BSS can/should play concerning the verification to and the monitoring and improvement of commercial codes is a matter for the Navigation Authorities to decide and that the forum for monitoring and reviewing such matters may or may not involve BSSAC.

In response to an assurance sought from the NABO rep, the Chair said that he would seek assurances for a transparent approach to commercial rules.

Chair

The BSS Manager said that the Navigation Authority Agreement document must to some extent keep aspirational statements in order that the public facing messages can evoke the type of organisation the BSS is, and to ensure that when committee members' deal with issues at the edge of the BSS scope of activity, that members' have some clear guiding purpose statements to work with.

76.5.4 It was agreed that the BSS Office will issue a further revised version taking into account members' comments. The version will include a flowchart linking the various key documents and processes. This will be with members within before the month end.

BSS Office

Members will then have four weeks to provide any specific comments to aid the development.

All

A near-final version will then be distributed not later than the beginning of September, for review at the next meeting.

BSS Office

76.6 The revised BSS Carbon Monoxide Safety On Boats leaflet – including CO alarms on boats - opportunity to comment

76.6.1 *Support papers –*

- *The revised BSS Carbon Monoxide Safety on Boats Leaflet - opportunity to comment - and CO alarms on boats [Doc E1, BSSAC #76]*
- *The revised CO Safety on Boats Leaflet – including CO alarms on boats [Doc E2, BSSAC #76]*

76.6.2 *Context – the BSS CO awareness leaflet is being revised. Members have an opportunity to comment on the draft text. The purpose of the item is to seek support for the leaflet and specifically the promotion of the use of CO alarms on boats, including guidance on type selection and installation guidance in a similar way the BSS does with smoke alarms.*

- 76.6.3 The Chair introduced the item and sought members' comments specifically about CO alarms on boats. The following comments were collected:
- a) the RBOA rep was in favour of CO alarms but questioned why the placement guidance seemed at odds with previous advice she had received from surveyors;
 - b) the BMF2 rep, on behalf of commercial operators, was concerned to ensure suitable alarms which are certain not to deliver false alarms;
 - c) the AINA rep was surprised that he had seen no reference to CO alarms being trialled on boats;
 - d) the RYA2 rep was keen that over-reliance was not placed on CO alarms, this was echoed by the NABO rep;
 - e) the TBA rep re-iterated the issue with placement and the in his experience instructions supplied with the units could not be met on a boat;
 - f) the IMarEST rep said that in his view ventilation should revert to being mandatory;
 - g) the AWCC rep emphasised the need to communicate that current products comply with the recreational vehicle tests (e.g. vibration and shock tests) included in the revised EN 50291:2010, whereas older and existing CO alarms may not;
 - h) the NABO rep said he preferred the use of the term 'strongly recommended' as opposed to 'recommended'.
- 76.6.4 The AWCC rep referred to his experience in relation to 20 boats having CO detectors over a period of 15 years. He had no reports of false alarms but reported two incidents detected where a CO risk was confirmed.
- The RBOA rep reported her boat's CO alarm activated and upon investigation she discovered a blockage to the boat's stove chimney caused by something falling down the chimney. She emphasised the need for education about CO risks.
- In response to concerns expressed by the AINA rep the BSS Manager said that the advice to remove the CO detectors during periods of extreme cold was relevant only to 'winterisation' periods when boats are unoccupied.
- Concerning placement, the BSS Manager gave assurances that the draft BSS advice represents current position of CoGDEM and is exactly as is contained in the draft EN 50292 standard that is soon to be published. The text has the support of safety organisations such as Health & Safety Executive (HSE) and Health and Safety Laboratories Ltd (HSL)..
- 76.6.5 The BSS Manager referred to some excellent improvement suggestions provided in advance of the meeting by the RBOA rep concerning the draft text of the revised CO leaflet.
- 76.6.6 It was agreed that the BMF2 rep should report the discussion at BSSAC to BMF and seek a hire industry position in the light of the CoGDEM assurances of detector suitability for boats. The suggestion for a trial on hire boats was promoted. In the meantime it was agreed that the BSS recommendations should apply only to privately owned boats. BMF2
- 76.6.7 It was agreed that the recommendations concerning CO alarms on boats can proceed to BSSMC subject to the members' comments above being taken account of. BSS secretariat
- 76.7 Petrol risk mitigation measures – proposal to add detail to the BSS website**
- 76.7.1 *Support paper – Petrol mitigation measures – information to be placed on the BSS website [Doc G1, BSSAC #76]*
- 76.7.2 *Context – last year's petrol risk review included an action for BSSTC to consider the available mitigation measure. At the recent meeting of BSSTC it was agreed that basic and neutral information should be placed on the BSS website concerning petrol risk mitigations measures, namely, bilge blowers, flammable vapour detector alarms and engine space fire suppression systems.*

- 76.7.3 The BSS Manager introduced *Doc G1* and asked for any comments. The following comments and actions were recorded:
- a) The RYA2 rep said that the measures would not help boaters at the time of a petrol vapour explosion and did not address root causes. The BSS Manager explained that the action was to investigate mitigation measures and have available information about them for any boater seeking such information;
 - b) It was agreed the BSS should promote concise and key 'safe use' information aimed at older petrol-engined boats for inclusion on the BSS website and in a media release. This to be developed in co-operation with the RYA2 rep; BSS Office
 - c) The IMarEST rep said that training is needed for new owners of petrol boats at the time they first licence the boat. Members considered mandatory training would not gain widespread support, however it was agreed that the RYA2 rep would test RYA as to the inclusion of petrol safety within the Inland Waterways Helmsman's Course and other relevant training initiatives; RYA2 rep
 - d) The AINA rep said that experience of the Broads Authority 'super safety days' was that inappropriate fuel containers in bilges was a feature. The general lack of navigation authority spot-checking was again discussed. It was agreed that petrol stowage should be included in the proposed re-vamped BSS use information. BSS Office
- 76.7.4 The AINA rep suggested that advice on what to do if a flammable alarm goes off should be added. With this inclusion, simple advice on mitigation measures and based on the text of *Doc G1* will be added to the BSS website. BSS Office
- 76.8 Draft Guidance to examiners - Ensuring full and complete BSS Examinations; and the application of BSS Checks to decommissioned or disconnected systems or equipment**
- 76.8.1 *Support paper – Guidance Note for BSS Examiners A. Ensuring full and complete BSS Examinations; and, B. The application of BSS Checks to decommissioned or disconnected systems or equipment [Doc D1, BSSAC #76]*
- 76.8.2 *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.*
- 76.8.2 An extended general debate took place concerning the approach to be adopted. The BSS Manager presented some photos recently provided by an examiner and highlighted some of the general principles at play. The concept of the 'snapshot in time' was supported and there was no appetite from members for short term certification. The following general agreements were recorded:
- a) it was generally felt that *Doc D1* provided in advance of the meeting goes too far;
 - b) it was agreed that what is needed is reasonable and measured advice that supports consistent examinations;
 - c) it was agreed that there is a need to ensure the potential new risks to third parties, that could be introduced by any less-than-robust approach, are properly taken account of;
 - d) the lack of enforcement by navigation authorities was considered a factor but not one which should be compensated for in the guidance to examiners;
 - e) the need to stress the responsibility of boat owners to maintain boats to the requirements in-between examinations was emphasised;
 - f) it was agreed that the guidance cannot become a charter for use by boaters seeking to evade BSS requirements;
 - g) it was agreed that the BSS Office would develop the paper further in conjunction with the practitioner reps. Guiding principles will sit alongside detailed guidance on the nature of decommissioning specific to particular items or circumstances. BSS Office

76.9 Update on the consultation on the BSS Examiner Conditions of Registration and update on the investigation procedure

76.9.1 *Support paper – Draft Procedure for the audio recording of BSS examiner case review meetings with the prior written consent of the examiner [Doc F1, BSSAC #76]*

76.9.2 *Context – the Conditions of Registration have been agreed for full consultation by BSSMC. A verbal update is to be provided.*

A draft procedure covering audio recording of contested examiner case review meetings requires scrutiny from BSSAC members prior to passing to BSSMC for comment and implementation.

76.9.3 The BSS Manager and the ABSE rep reported that the full consultation with all BSS examiners on the proposed Conditions of Registration had recently begun. The comments from examiners can be reported to BSSAC at the next meeting.

There is no update to report on the proposed revised investigation procedure.

76.9.4 Members agreed the draft audio recording procedure as fine to proceed to BSSMC subject to the typo adjustment below. The NABO rep received an assurance from the BSS Manager that the procedure was only relevant to examiners and not boat owners providing evidence as part of case investigations.

BSS Office

The RBOA rep identified a typo at 3.6, '*..offered and the agreement of all parties sought ~~set~~ to proceed...*'.

76.10 Report from BSSTC Chair

76.10.1 *Support paper – Report from BSSTC Chair for BSSAC [Doc H1, BSSAC #76]*

76.10.2 *Context – standing item – a report of BSSTC*

76.10.3 In the absence of the BSSTC Chair the BSSAC Chair invited any comments:

- a) The AWCC rep asked if the list of activity at BSSTC was available, the BSS Quality and Technical Manager said that it was and that he would send it on.
- b) The nature of the connection the subject of the appeal was requested. It was described as a ring spade connector connected to a battery terminal clamp at the securing bolt.
- c) The BSS Manager requested BSSAC representation on the proposed ECP Working Group charged with reviewing and filtering the suggested changes and improvements to the Examination Checking Procedures. The AINA rep suggested a name for the navigation authority rep and the IIMS rep presented himself for one of the examiner reps. A user rep is needed. Reps will be contacted separately in due course.

BSS Q & T
Manager

76.11 Efficiency - Update on the progress of the BSS IT project

76.11.1 *Support paper - Update on the progress of the BSS IT project [Doc K1, BSSAC #76]*

76.11.2 *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.*

76.11.3 The IT update [Doc K1] was taken 'as read' by members.

The Chair in response to a comment provided in advance of the meeting by the BMF3 rep said that debate on Stage 3 hand-held devices will take place when a proposal is made.

76.11.4 The BSS Quality and Technical Manager and the RBOA rep reported that the sub-group of BSSAC tasked with moving Stage 2 of the BSS IT project forward had met and that positive outcomes had been agreed.

76.11.4 cont/ The actions from the sub-group meeting will be progressed and will have the benefit of navigation authority rep input. The Chair summarised the status of the initiative as 'work in progress'.

76.11.5 The Chair asked if the BSS/BW data integration is ongoing. The BSS Quality and Technical Manager confirmed that BW was using the BSS examination data in support of licensing but that at present BW customers must also provide blue copies of the BSS Certificate to the licensing office. He said that links with other navigation authorities were being created.

The RBOA rep asked when the links would be completed. The BSS Manager said that through AINA, the BSS was meeting with some political resistance that may slow or even stop integration of boat examination data and that if this happened, it would have cost and risk management implications. The Chair said he was concerned to hear that the good work falling from the IT project is potentially being held up at high level by some AINA member navigation authorities.

76.12 BSS Quality Management Report

76.12.1 *Support papers - The BSS Quality Management Annual Report. [Doc I1, BSSAC #76]*

76.12.2 *Context – standing item.*

76.12.3 The *Doc I1* was taken 'as read' by members. The RYA2 rep asked about the reference to the three year budget in the context of BW's planned transition to a charitable body in 2012. The BSS Quality and Technical Manager explained that BSS finances remain subject to tight BW procedures and at present there is no plan to change the administration of the Scheme.

76.12.4 A number of errors/typos were identified in the report:

- a) a typo 2/3 the way down page two was identified – '*... During the previous equivalent period of 5 months we had ~~17~~ 457 applicants and 0 (0%) turned down*';
- b) forward references to 2010/11 should be 2011/12;
- c) the NABO rep pointed out that one technical update was issued in 2010 and so the reference in the penultimate paragraph to '*a number of technical updates were released in 2010*' was wrong.

76.13 Report from the BSS Manager

76.13.1 *Supporting Document - Report of incidents and accidents recorded 1 Jan to 20 April 2011 [Doc J1, BSSAC #76]*

76.13.2 *Context – standing item.*

76.13.3 The Chair invited any comment on *Doc J1*. The following comments were recorded:

- a) the RBOA rep reported incidents coming to her attention involving batteries and battery charging and in particular the CO alarm activation caused by hydrogen gas. The BSS Manager said that *Doc J1* included battery incidents as currently the main cause of fire incidents. He also said that the CO leaflet re-vamp was low key on the ability of CO alarms to detect high concentrations of hydrogen gas because the BSS did not want to confuse boaters as to what to do if the alarm goes off;
- b) the AWCC rep said that the reference to 'broadly similar' referring to comparative annual figures was wrong. The BSS Manager agreed and said that future reports will not contain subjective statements providing commentary on comparative figures. Such statements may appear only in connection with the inferences drawn from the figures;
- c) the Chair suggested that the data could be improved with a factual account of the findings of any navigation authority spot checks. This was broadly welcomed.

76.13.3 cont/ d) the NABO rep repeated his view that the incident numbers need to be placed in the context of the sample concerned to be relevant. The BSS Manager again explained that the 'league table' of incidents is a robust driver for BSS activity aimed at addressing the key risks (as agreed by members) and that the associated BSS activity is also agreed at BSSAC and mandated by BSSMC. The AINA rep added that the approach looks at real events, many collected by the navigation authorities, and results in positive and agreed actions to address them.

76.14 Items for next BSSMC #73, 28 June 2011 (reports only)

76.14.1 No specific items were nominated by members.

76.15 Dates of BSSAC meetings, all Tuesdays at BW Offices Hatton

76.15.1 The dates of the remaining 2011 meetings are as follows: - 13 September, 22 November.

76.16 Any other business [AOB]

76.16.1 *Publishing BSSAC Notes of Meetings* – The NABO rep asked how public access is provided to BSSAC notes in the light of the previous commitment so to do. The BSS Manager said that the planned re-vamp of the architecture of the public facing website is one reason for delay but he said he would ensure the confirmed notes of BSSAC and BSSMC are added to the public site without further delay. The RYA2 rep said that the Association of Thames Yacht Clubs (ATYC) have BSSAC notes displayed already.

BSS Office

In view of difficulties in the distribution of the support papers he also committed to setting up the BSS Committee Member website in advance of the next meeting, and agreed to trial this alongside normal email communications.

BSS Office

76.16.2 *Making ventilation mandatory?* - The IMarEST rep said that ventilation should revert to being a mandatory check. The Chair invited all practitioner reps to consider the suggestion and if relevant, work together to prepare a paper in advance of the next meeting with a view to persuading members of the arguments.

All examiner
body reps

Ends