



BSS Advisory Committee – Confirmed Notes

BSSAC #72, 8 JUNE 2010, BW OFFICES, HATTON

Present:

Chair
IMarEST
ABSE
MCA
TBA
IIMS
RBOA
NABO
BMF2 – River-based Commercial Interests
BMF3 - Canal-based Commercial Interests
IWA
RYA2 Yacht Clubs and Users
AINA
BSSTC Chair
BW

Co-opted & Others:

BSS Manager
BSS Quality & Technical Manager

Apologies:

Broads Authority
BMF1 - Executive Interests
EA
AWCC
AWCC
YDSA

Not Present:

RYA1 Executive Interests

72.1 Apologies – Apologies were noted as listed above, the BMF3 rep said he was also to represent YDSA as the current rep has health issues. The AINA rep said he was to represent the Broads Authority and the EA, he went on to say that _____ and he may substitute for each other occasionally.

Members welcomed _____ of the MCA to the meeting.

72.2 Accuracy of the notes of BSSAC meeting #71 – Accuracy was agreed.

Matters arising from the notes of BSSAC meeting #71 [Not covered on the agenda]

72.2.1 *[General]* All actions on the BSS Office/Secretariat were reported as having been done

72.2.2 *[71.8.4, LPG cylinder locker condition checks]* The BSS Manager reported that the BSSTC are looking at the issue again but only from the angle of the technical arguments in favour of examiner checking actions looking for holes in the gas locker. Members' views will come back to BSSAC. Having reviewed the list of comments from the 'focus group', the BSSTC Chair was of the opinion that the full list would not be particularly helpful for BSSTC members to see.

72.3 To note actions arising from the last BSSMC meeting #68

72.3.1 The Chair had nothing to add to the BSSMC meeting notes previously circulated as the important matters were on the agenda. The BSS Manager reported BSSMC had supported the planned BSS risk management activity for the coming year and in particular the petrol risk paper.

72.4 BSSAC Effectiveness Improvements

72.4.1 *Support papers – BSSMC Chair letter to BSSAC 29 4 10, [Doc C1, BSSAC #72 and BSSAC Effectiveness – a Process-based Approach [Doc C5, BSSAC #72]*

- 72.4.2 *Context – BSSMC desire to ensure the high level of effectiveness of the BSSAC as a means for BSSMC to achieve considered, balanced and well-rounded recommendations.*
- 72.4.3 The BSSAC Chair introduced the item by indicating he wished to air the subject in advance of the attendance of _____ representing the BSSMC to seek members' comments. _____ had commitments meaning he was not due to attend until the afternoon.
- He said that in the Spring he had attended a meeting with two members of the BSSMC Exec including the then Chair where concerns about the manageability, size and overall effectiveness of BSSAC had been discussed. Also discussed were improved ways of dealing with issues. He said that in the context of the examiner issues that appeared to dominate recent BSSAC agendas he, as BSSAC Chair, had proposed two ways forward, firstly to reduce the number of examiner body reps on BSSAC and secondly to add an examiner rep to BSSMC. He further explained that he felt that the examiner bodies could form their own views outside of the BSS committee structure to input into BSSAC work or comment at BSSMC.
- He said that in his view by so doing the BSSAC could become more effective and examiner issues could be aired in front of the Scheme's owners. The chair invited views.
- 72.4.4 The NABO rep said that the proposal seemed to pre-suppose that the User Group rep on BSSMC liaised with the national user groups and this was not the case. He indicated the user groups' keenness to change the process of electing the BSSMC rep to ensure appropriate links were in place. It was agreed that the BSS Manager would supply to the BSSAC user group reps the previous process used to select the BSSMC User Group rep which involved relevant statutory consultees from EA/BW. He also agreed to seek from the current BSSMC rep confirmation of his stated intention to leave the committee later this year.
- The NABO rep was proposed for the role as the User Group rep on BSSMC by all of the user group reps on BSSAC. Once the current BSSMC User Group rep stood down, it was suggested that the NABO rep should take this role on provided it was agreed by BSSMC. It was agreed that the NABO rep should attend the next BSSMC as BSSAC observer to forward this intention.
- 72.4.5 The practitioner reps were asked for a view on the Chair's proposals. The IMarEST rep said that the practitioner reps would get together after the meeting to discuss what had been said as this would allow them to take account of what _____ had to say.
- The IIMS rep recognised that the proposal could relieve pressure from BSSAC but said that that there needs to be a consistency of logic and approach joining the committees, for example he said he currently does not know who is the surveyor rep on BSSTC.
- The BMF3 rep said that any reduction in practitioner reps would be strongly opposed by YDSA, he described the proposal as trying to remove the symptom and not the cause. The Chair responded that the examiner view can be established outside of the BSSAC and be brought to the committee.
- 72.4.6 The user group reps were asked for a view. The IWA rep said that the difference between the user group reps and the practitioner reps was that the practitioner groups are no where near as diverse as the user groups and that point justifies fewer of them on the committee.
- 72.4.7 It was agreed that the practitioner reps would liaise outside of the meeting with the Chair and that proposals would support an agenda item in time for the next meeting. *See also 72.4.9-12 below concerning continuing discussions in the presence of _____.*
- 72.4.8 Doc C5 was discussed and was endorsed subject to the typo in the second para, *'...following a process supports change-management decisions and makes the best and efficient use of committee members' time.'*
- 72.4.9 *At this point the agenda was moved on and this item returned to after AOB by which time BSSMC member _____ had arrived.* The Chair outlined that an hour's lively debate had been held earlier concerning proposals from the Chair and other issues.

BSS
Manager

NABO rep

All relevant
parties

72.4.9 _____ outlined that BSSMC want BSSAC to be as effective as possible. BSSMC also felt
Cont/ examiner bodies ought to have a direct route to the management of the Scheme and not have their concerns disrupt the effectiveness of the BSSAC. The change would allow first hand views of the important examiner grouping to be aired at BSSMC.

The NABO rep was concerned that issues not agreed at BSSAC would be escalated up to BSSMC. _____ said he was aware of this risk, but was happy to hear directly from the examiner group rep especially if that meant that BSSAC are freed up.

72.4.10 The Chair explained that the user groups on BSSAC were keen to ensure a more directly elected representative on BSSMC. _____ responded that he was more than happy that the user groups were considering a different way of selecting their representative on BSSMC. Asked by the RBOA rep if he thought the User Group representative on BSSMC should be a member of BSSAC, he said that it makes sense but BSSMC would not place artificial constraints on the selection process, the rep needs to be effective on BSSMC.

72.4.11 The NABO rep referred to financial element recently debated including the BSS Certificate price rise. He said that he felt members were being asked to endorse such decisions. The RYA2 rep asked why there was no BSSAC scrutiny over budget. _____ responded that detailed financial decisions are for BSSMC to make and it is not intended to lay bare figures for debate. He said in connection with the BSS Certificate price rise what BSSMC wanted was views about the areas causing the increase in expenditure and he accepted that some additional costings were necessary for members to form a view. Where necessary to the advice sought costings will be provided to BSSAC members.

72.4.12 The Chair outlined his view that the BSSAC should be the 'think tank or 'advice group' BSSMC can rely upon. Returning to the proposal from the BSSAC Chair to reduce the number of examiner body reps on BSSAC, the Chair repeated his suggestion that the examiner bodies can meet outside of BSSAC before meetings and that the examiner rep can bring the examiner view to BSSAC and take back requests for comments on issues. He went on to say that in his opinion there would be no required attendance by BSS staff at the suggested examiner forum.

The NABO rep said that it was often valuable to hear the range of examiner views on subjects. The ABSE rep said that he was at a loss for words, that he considered the numbers of examiner reps should not change and that the comments that examiner issues were bogging meetings down would be considered when the examiner reps met after the meeting.

The BMF3 rep representing YDSA said that if the current BSSAC examiner groups can agree to the improved process for moving subjects through BSSAC why not retain membership as is and review committee effectiveness after a period. He suggested the first meeting in 2012. The Chair questioned the need for four (five was mentioned but four is the actual number of participating bodies) examiner body reps on BSSAC and the BSS Manager said that any proposal from the examiner bodies should seek to justify the four reps and answer the obvious lack of diversity of views between the examiner groups as identified by the IWA rep earlier in the meeting.

_____ said it was for BSSAC to make recommendations to BSSMC concerning membership and other aspects of the BSSAC's effectiveness. He added that the BSSAC must function effectively. The Chair said that _____ would be available to speak to members for a short time after the meeting.

72.5 HHO generators – potential new risk issue

72.5.1 *Support papers – Potential New Risk Issue - HHO (Hydrogen) Generators [Doc D1, BSSAC #72]*

72.5.2 *Context – BSSTC have looked into the potential risk associated with the delivery of a hydrogen/oxygen mix to a boat engine. The risk is associated with the lack of controls over the manufacture and installation of HHO generator products and components in a marine environment. Members are tasked with recommending to BSSMC an approach to address the potential new risk by using an existing BSS General Requirement.*

72.5.3 The BSSTC Chair introduced the item by saying equipment is added to a boat as an accessory. There being only one example found on a boat to date, the BSSTC considered a desk-top review and recommended that components and installation methods must be supported by recognised manufacturing and installation standards in order to meet BSS requirements.

72.5.4 The meeting consensus was to support the recommendations on the basis of the potential for hydrogen gas escape and that equipment and installations are not supported by recognised standards. The recommendation is clear to proceed to BSSMC.

72.5.5 A general discussion took place and the following points recorded:

- In answer to a question from the IMarEST rep it was considered that the equipment was best suited to petrol engine arrangements.
- The RBOA rep suggested a clearer description of the equipment may benefit those unfamiliar with it or the safety issues.
- The BMF3 rep questioned if publishing information about HHO generators might lead to greater interest in them and so have the opposite effect of that intended.
- Various points were made about new boats subject to the RCD. It was considered that HHO generator installations from new would be highly unlikely because of the lack of supporting standards.
- The BSSTC Chair considered the suppliers of HHO generator products to be subject to General Product Safety legislation.
- As advocated by the MCA rep, it was accepted that the BSS should not seek a blanket ban and should leave the door open to new technologies.
- Following a question from the AINA rep it was confirmed that the legal basis of any requirement affecting HHO generators was BSS General Requirement 1 as identified on page 7 of *Doc D1*. BSS General Requirements are brought into force by the individual Navigation Authorities' Acts and Byelaws and/or licensing conditions.
- There was a general consensus that BSS should stay close to any standards development work that may ensue.

72.6 The Service Level Agreement (SLA) – for finalising

72.6.1 *Support papers –*

- *The Service Level Agreement (SLA) – for finalising [Doc E1, BSSAC #72]*
- *BSS Office & Examiner SLA (Post Consultation FINAL) [Doc E2, BSSAC #72]*

72.6.2 *Context – The BSS Service Level Agreement (SLA) is one of the suite of three documents being developed in support of the purpose of the Scheme. It is an agreement between all examiners and the BSS Office covering all aspects of the interaction and aimed at achieving the consistent application of BSS requirements and enhancing the reputation of the BSS in the eyes of customer groups.*

72.6.3 The BSS Manager outlined the key importance of this document in leading the relationship between the BSS Office and Examiners and vice versa. Enhanced customer service levels and increased examiner consistency are the anticipated outcomes from the initiative. The Chair invited comments from the practitioner and user member groupings:

For practitioners, the ABSE rep welcomed the document and said ABSE support it fully. The IMarEST rep said that it is not the policy of the IMarEST to put their name to such a document even though they have no objection to it. The BMF3 rep said that YDSA are generally supportive and the IIMS rep said he was awaiting approval and that it may take some time.

For user groups, the RYA2 rep said that the impact was still to be seen and it was re-stated that one year from now the impact can be reviewed. The NABO rep was unsure whether the informal nature of the document was correct but was happy for it to run for the year. The RBOA member congratulated those involved for bringing it to a conclusion.

- 72.6.4 It was agreed that the SLA document *Doc E1*, with the two minor changes identified at the last meeting, can go forward to BSSMC for any comments and then can be published as a public document. For the time being the names and endorsement of IMarEST and IIMS will be removed. BSS Secretariat
- 72.6.5 The ABSE rep thanked the RBOA rep for her help at the outset of the project and requested that the Chair write a letter of appreciation to _____ at ABSE for his contribution to the document. Chair
- 72.7 The review of the CoC and investigation procedure**
- 72.7.1 *Support papers – None verbal update only*
- 72.7.2 *Context - BSSAC have an annual task to review the Code of Conduct and the investigation procedure. It was agreed at meeting #68 defer this task in view of the fact that the BSS Manager and ABSE were meeting separately on this subject and the Service Level Agreement.*
- 72.7.3 The ABSE rep said there had been no progress to report.
- 72.8 Efficiency - Update on the progress of the BSS IT project**
- 72.8.1 *Support papers*
- *Efficiency - Update on the progress of the BSS IT project [Doc G1, BSSAC #72]*
 - *Efficiency – ‘Stage 2’ IT and Examination Document Changes [Doc G2, BSSAC #72]*
- 72.8.2 *Context – standing item – a report by the BSS Quality and Technical Manager*
- 72.8.3 The BSS Quality and Technical Manager introduced *Doc G1* concerning the IT project and said that there was no more to be done to the online examiner examination reporting facility and that by agreement it can rolled out starting with a further 40 examiners.
- The ABSE rep said that one of his members still refers to it as an ‘octagonal wheeled vehicle’. The BSS Quality and Technical Manager replied that over 15% of all examinations were already being inputted through the system and that the BSS had reached a situation where implementation of the system to all examiners was needed.
- The Chair asked how far the project was behind schedule, the answer was six months. The chair asked if the delay will affect the planned cost savings, the BSS Quality and Technical Manager replied that it hasn’t yet affected savings but roll-out within three months is needed to avoid impact on other planned expenditure.
- The BMF3 rep speaking as a practitioner on the test group said that he could not see what had taken 15 months to develop as nothing substantially had changed and he was of the opinion that examiners would be inclined to record a pass for every boat rather than spend time inputting failure point details.
- The ABSE rep said that the status of the project should have been discussed prior to the meeting in order that a common position could have been reached in time for the meeting. He requested another meeting of the test group.
- The Chair asked if the IT system was fit for purpose. The BMF3 rep said that it works but that it had no benefit for examiners or users. The RBOA rep said she was concerned about the timescales but was not against the project.
- 72.8.4 The BSS Manager introduced *Doc G2* setting out planned changes in respect of the collection of boat identification and boat risk data online and the associated impacts on the examination documents, including the BSS Certificate.
- The BSS Manager said the intention of the paper was to provide an outline of the plans and seek a view on the intended process to be used to move through the next stage. Members were generally supportive of the approach and confirmed that a sub-group would help sharpen BSSAC involvement as the initiative proceeds. BSS Manager

72.9 Report from BSSTC Chair

72.9.1 *Support paper – Report from BSSTC Chair for BSSAC [Doc H1, BSSAC #72]*

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

72.9.3 The BSSTC Chair referred to *Doc H1* the following comments were recorded:

- He referred to the report from _____ into the nature of boat 230v hazards and that issues are to be drawn out by ABSE.
- The BMF3 rep said that in his opinion the plan that ALDE were to publish an increase in the recommended length of time to operate the test button from 10 seconds to 60 seconds was still not long enough.
- The IIMS rep agreed that BSS seeking to facilitate testing of manometers, bubble testers and high pressure gauges may help resolve outstanding concerns he had about the principles underpinning the BSS LPG tightness test procedure.

72.10 BSS Quality Management Report

72.10.1 *Support papers - The BSS Quality Management Annual Report. [Doc I1, BSSAC # 72]*

72.10.2 *Context – standing item*

72.10.3 The BSS Quality and Technical Manager introduced *Doc G1* concerning moving forward a number of quality improvements. New initiatives include the introduction of risk assessments for most activities, changes to examination paperwork, field assessment improvements, introduction of web-based quality resources, examination consistency improvements through a number of changes including examination training course modifications, examination follow-ups, and more rapid turnaround to ongoing technical issues. He said that once developed the improvement suggestion will come back to BSSAC for comment.

72.10.4 The recent release of a Technical Update for examiners was raised and it was said that this raised more questions than it answered. The BSS Manager said that one FAQ in the newsletter concerning end-capping of LPG pipework had been questioned and that a course of action was being considered.

The BSS Quality and Technical Manager apologised that committee members had not received a copy of the Technical Newsletter and said that this would be remedied when the outcome of the questioning was known.

BSS Office

72.11 Report from the BSS Manager

72.11.1 *Supporting Document, Report of incidents and accidents recorded 1 Jan to 17 May 2010 [Doc F1, BSSAC #72]*

72.11.2 *Context – standing item*

72.11.3 The BSS Manager introduced *Doc F1* and drew members attention to the fact that there is an 84% increase in incident reports this year to date compared to last year. Key issues concern 27 deliberate fire settings and one CO death. The IWA rep commented that the extreme winter cold snaps may have been a factor and the BSS Manager said he would put the increase down to improved reporting.

The BSS Manager reported that a media release and an ECP change concerning the fire risk presented by 'bullseye' decklights was imminent.

The RYA2 rep was concerned that the information is not getting through to boaters and that a more pro-active approach should be adopted. The IMarEST rep said that his organisation supported user training in respect of petrol engined boats linked to the issue of a navigation licence. The IWA rep quizzed the AINA rep about how information is shared with the minor navigations.

72.11.4 The BSS Manager reported that a casual member of the BSS staff who works two days per week was off sick and he was unsure about a return date. Although cover was being sought the impact is significant on BSS Office outputs because the staff member concerned co-ordinated case investigations and moved forward policy change initiatives.

72.12 Items for next BSSMC #69, 29 June 2010

72.12.1 No items were suggested and members were reminded that reports are distributed to BSSMC in June, but there is no BSSMC meeting.

72.13 Dates of BSSAC meetings, all at BW Offices Hatton

72.13.1 The dates of the next meeting are as follows: 14 September and 23 November.

72.14 Any other business [AOB]

72.14.1 With reference to 71.5.2 concerning PI/PL cover levels the BSS Manager reported that the BSSMC Exec have decided to implement the increase in minimum level of PI & PL insurance for all BSS Examiners to £5m.

The effective date of the increase will be 1 September 2010.

A letter is being drafted to all examiners on behalf of the Chair that will, in a sensitive way:

- announce the decision,
- explain why it is in the examiners' interests,
- set out the cost impact for examiners
- offer refunds of the annual BSS Examiner registration fee for any examiner not wishing to continue BSS examining because of the decision;
- lay out the consequences of not taking up the increase cover by the 1 September.

The draft letter has been seen by Stuart Clark at Michael Hall Associates Ltd (MHA), who is to furnish a letter aimed at all examiners to be sent with the Chair's letter. The MHA letter will set out the general quote of the increased cover, whether or not the examiner concerned is on the 'block' policy. The MHA letter avoids any potential Financial Services Authority concerns should the Chair's letter be seen to promote insurance.

The BSSMC Chair has indicated that the letter should go out in mid-June.

Ends