



BSS Advisory Committee – Confirmed Notes

BSSAC #80, 16 MAY 2012, BW OFFICES, HATTON

Present:

Chair
 TBA
 IMarEST
 BMF3 - Canal-based Comm. Interests
 IIMS
 RBOA
 IWA
 RYA2 Yacht Clubs and Users
 AWCC
 BMF2 – River-based Comm Interests
 ABSE
 EA
 AINA/Broads Authority
 NABO

Co-opted & Others:

BSS Manager
 BSS Quality & Technical Manager

Apologies:

BSSTC Chair
 BMF1 - Executive Interests
 Broads Authority
 AINA
 BW
 YDSA

Not Present

RYA1 Executive Interests

80.1 Apologies – Apologies were noted as listed above.

80.2 Accuracy of the notes of BSSAC meeting #79 – Accuracy was accepted.

80.2.1 Matters arising from the notes of BSSAC meeting #79 [Not covered on the agenda]

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79.2.3 – ‘hard to reach’ boaters – the RBOA rep said that the proposed meeting between the RBOA rep, BW rep and the BSS Manager to explore channels to effectively communicate with ‘hard to reach’ boaters has yet to happen. The RBOA rep said this action should be deferred until June/July, after the Canal & River Trust has been launched.

80.2.2 79.5.3.a & b – The BSS Manager reported that the MCA were happy for their BSSAC status to change from ‘full’ member to ‘corresponding member’. He said that no reply had been received from the Roving Canal Traders Association in response to the email enquiry as to whether that organisation had any interest in the BSS.

80.2.3 79.5.3c – BSSAC membership and BHCF – the BSS Manager reported that BHCF were keen to join BSSAC. The Broads Authority rep agreed to liaise with BHCF to further explore the options and assess how best to proceed with this and remain in-line with the BSSAC Terms of Reference.

Broads Auth
 rep

80.2.4 79.5.4 – NABSE application to join BSSAC – the NABO rep asked for any update. It was reported that the Chair of BSSMC had written to NABSE informing of the decision not to accept the application to join and that no appeal against the decision has been received.

80.2.5 79.8.3 – BSS operating under the Canal & River Trust – the AWCC rep asked if the NABSE question concerning whether the BSS will sit under the charity or its trading company had been resolved. The BSS Manager reported that, according to BW’s Legal Director, the BSS will sit under the charity.

- 80.2.6 *79.10.6 – BW’s risk management processes – hire boat requirements* The Chair reported that, in response to the commitment to provide an answer before the date of this meeting, the BW BSSMC rep had replied on behalf of BSSMC. The Hire Boat Code requirements are currently being reviewed by BW, specifically in terms of the stability requirements, before any commitment to introducing the Hire Boat Code as a licensing condition for hire operators can be made. A meeting is scheduled for next week at which some stability testing will be carried out.
- The EA rep said that the BW review may impact on EA plans to consult on proposals to introduce the Hire Boat Code as a licensing condition on EA waters.
- The Chair reported that the review won’t stop the BSS review of its own hire boat requirements. The BSS Manager agreed but repeated his concern that any BSS review of its hire boat requirements must coincide with an answer to the question about the ownership and evolution of the Hire Boat Code. The Chair agreed that to some extent the BSS review will likely be affected by the associated initiatives of the navigation authorities and that the impact may be to delay implementation of any BSS hire boat requirement changes.
- 79.10.6 – BW’s risk management processes – effectiveness of monitoring.* The Chair reported that the BW BSSMC rep had also indicated that BW were considering their approach and are achieving an understanding from the Broads and EA as to their respective boat risk management processes.
- 80.2.7 *79.13.1 – publishing notes of BSSAC/MC meetings* – the BSS Manager reported that notes of BSSAC and BSSMC meetings for the past three years were now on the BSS website. The webpage was demonstrated. The RBOA rep said that the home page should include clear link to the notes. The NABO rep wanted committee member names to be published but members’ re-affirmed the use of redacted notes with names removed. The NABO rep’s name will be published in the context of his ‘User Group’ rep status on BSSMC. BSS Comms Mgr
- The BSS public-facing website will be reviewed at the next meeting. An email will be sent to BSSAC members before the end of August to confirm that the planned improvements in clarity of purpose, openness and transparency are ready to review. BSS Manager
- 80.2.8 *Efficiency of BSSAC meetings* – The Chair announced that he and the BSS Manager are to meet on the subject of ensuring the continued effectiveness of BSSAC; the initiative could lead to a reduction in the number of meetings. A proposal was envisaged in time for the next meeting.
- 80.3 To note actions arising from the BSSMC meeting reports -**
- 80.3.1 *Supporting Document, Confirmed notes BSSMC #76 [Doc K2, BSSMC #76]*
- 80.3.2 The Chair invited comments on the BSSMC notes.
- 76.4.1 – CBA Byelaw 2* – the AWCC rep asked if it was known what percentage of canal boat builders are CBA members – it was suggested by BMF3 rep that the CBA doesn’t know the answer to this question.
- 80.4 ECP Review Update – BSSAC members’ comments**
- 80.4.1 *Supporting Documents:*
- *Overview of the ECP Review Process [Doc H1, BSSAC #80]*
 - *Principles and Criteria Applied to Mandatory BSS Requirements [Doc H2, BSSAC #80],*
 - *ECP Review - BSSAC Members Comments on Docs D1 and D2 BSSAC #79 [Doc C1, BSSAC #80]*
- 80.4.2 *Context – A five yearly review of the ECPs is nearing completion. Member’s comments on the proposals for changing the ECPs have been shared, together with BSS Office commentary against each comment.*

- 80.4.3 The Chair asked members to provide any further comment on their level of satisfaction with process and the BSS Office commentary on member comments about the proposals.
- a) The IIMS rep said he remained concerned at the technical bias supporting the changes and these appeared not to be properly risk assessed.
 - b) The NABO rep said that enough time had been spent on process and that more time was necessary on how the changes were to be introduced in terms of consistency and impact for both boat owners and examiners. An example was the proposed new 3.8.1 and the need for the owner or his/her representative to disconnect the 230v a.c. supply to allow an examination of the connection to the shore lead. The RYA2 rep said that it would have to be determined who was responsible for the disconnection and the reconnection of the lead either from the vessel or from the plinth. Factors such as interrupting power which might affect time clocks and RCDs were germane especially in the winter. The consensus was that it was reasonable to ask for this to happen as part of the owner's preparation for the BSS examination. It was agreed that owners should be made aware of the potential impact of this change and other key changes as soon as possible.
 - c) Concerning proposed new check 3.8.3 regarding the condition check of 230v a.c. shore and other leads. The question was asked what happens when the leads are not present to examine. The consensus was that what is not there cannot be failed.
 - d) The IMarEST rep mentioned the need for the BSS LPG tightness test procedure to take account of hysteresis in high-pressure pigtailed that could possibly mask a leak. The BSS Manager said that this aspect was being addressed through the PD 5482-3 review.
- 80.4.4 The Chair reminded members that BSSMC had committed to meet if necessary on this one subject and the BSS Manager said that the proposals for change will be with BSSMC in one week. He said that all BSS committee members would receive this communication to allow a further opportunity to comment.
- He went on that the proposals would also be published on the BSS website and comments invited from boaters and BSS Examiners. This publication of the proposals is not by way of formal consultation, as this is not necessary in view of the fact that the BSS General Requirements were not affected by the review, but is in the interest of openness. He said that any comments received from committee members or members of the public or examiners, would be shared with all BSS committee members.
- 80.5. Examiner guidance on decommissioned or disconnected or not present systems**
- 80.5.1 *Support papers*
- *Near final draft examiner decommissioning guidance [E1, BSSAC #80]*
 - *Comments received on E1 and suggested amendments [E2, BSSAC #80]*
- 80.5.2 *Context – examiner guidance on how to carry out examinations on vessels where systems, system components, appliances or items which are the subject of BSS checks are found missing or removed, disabled or decommissioned or disconnected*
- 80.5.3 The BSS Manager introduced Doc E2 and specifically the changes incorporated as a result of previous comments from members. The following comments were recorded:
- It was agreed to exchange reference to 'components found missing or removed' to 'not present' before publishing the guidance for examiners.
 - The EA rep sought assurance that the guidance did not cut across navigation authority policy concerning open boats etc, being either in or out of scope for a BSS examination. The BSS Manager gave such assurance.
- 80.6 BSS Examiner Support Website – fitness for purpose**
- 80.6.1 *Support paper – none, visit: [redacted]*

- 80.6.2 *Context – in line with the outcomes of the Service Level Agreement, the examiner support website has been improved and is now considered by the BSS Office to be fit for purpose. It is now for BSSAC to comment on this assertion.*
- 80.6.3 The Chair invited comments on the assertion that the BSS Examiner support website is now fit for purpose.
- The IIMS rep commented that useful information about Lombardini engines, for example, was not on the site. The BSS Quality and Technical Manager replied that the Tech Clinic section of the site contains questions and answers and this is being added to on a routine basis and that the current Q & As represent live issues for examiners.
- It was confirmed that examiner Q&As will be published for boat owners on the public site ready to review at the end of August. BSS Comms
Mgr
- The Chair requested to be kept informed of any further comments regarding the BSS Examiner website, as it beds in.
- 80.7 Report from BSSTC Chair**
- 80.7.1 *Support paper – Report from BSSTC Chair for BSSAC [Doc F1, BSSAC #80]*
- 80.7.2 *Context – standing item – a report of BSSTC*
- 80.7.3 In the absence of the BSSTC Chair, the BSS Manager introduced *Doc F1*. He pointed to a typo on the first line, he confirmed that BSSTC met on 17 April and that reference to 7 December is to the previous meeting. The following comments were recorded:
- *Item 2, 7.8.3* – reference to ‘hard soldered and/or brazed’ LPG connections. The BMF2 rep queried how such joints could be achieved *in situ* and how examiners could identify the difference between hard and soft solder. The BSS Manager said that it is recognised that hard soldering can only safely be done off the boat. He said that the view taken at BSSTC was that very few soldered joints will be found and that accordingly, the BSS Quality and Technical Manager could receive the evidence in support of any case that the jointing material is not soft solder and should remain.
 - *Item 3* – In response to a question, the BSS Manager anticipated that the risk review concerning the BSS requirements associated with the storage of petrol should be completed within three or four weeks.
- 80.8 Quarterly update on the progress of the BSS IT project**
- 80.8.1 *Support paper - Update on Stage 2 IT [Doc G1, BSSAC #80]*
- 80.8.2 *Context – standing item – a routine quarterly report by the BSS Quality and Technical Manager and an update on Stage 2 of the IT project. Stage 2 involves boat risk information being recorded online by examiners and changes to BSS documentation.*
- 80.8.3 The BSS Quality & Technical Manager introduced quarterly report *Doc G1* and emphasised the on-going nature of the project with the Sub-group continuing to help and with a group of examiners carrying Beta testing of Salesforce V5. The following comments were recorded:
- The RBOA repeated her concerns that the paperless aspiration will likely bring concerns to the surface when placed against the need for information to be left with the owner.

- 80.8.3 cont/
- The EA rep said that some examiners were telling EA customers not to bother sending in the blue copy of the BSS Certificate and that this was wrong information to give – the blue copy is still required. The BSS Quality and Technical Manager said that, in response to the EA concerns, examiners had recently been reminded of the continuing instruction to provide top and blue copies and that blue copies are for owners to send on to their licensing office.
 - The RYA2 rep, in his capacity as a BSS Examiner, said that unless the replacement for the Appliance Record was made compulsory to fill out, examiners would not bother to do so. The BSS Quality and Technical Manager said that the replacement for the Appliance Record would be made available on Salesforce for examiners to use as an option and is intended to help examiners protect themselves in the event of any claim. It is recognised that examiners may have their own alternative methods of retaining adequate records.

80.9 Quarterly BSS quality management report

80.9.1 Support papers:

- *Quarterly quality management report [Doc D1, BSSAC #80]*
- *How Field Assessments Support the Delivering Consistent BSS Examinations Process [Doc D2, BSSAC #80]*

80.9.2 Context – quarterly report is a standing item. BSS core processes are crucial to ensure that the BSS is effective at meeting its purpose and can be used to better support BSSAC in assessing BSS performance.

80.9.3 The BSS Quality & Technical Manager introduced *Doc D1* and invited comments. The following comments were recorded.

- With reference at 4c) to examinations being recorded within five days, the question was raised as to how this aligns with the target for reporting within 48 hours. The BSS Quality & Technical Manager replied that, at present, 48 hour reporting is a target and that represents the expectation placed on examiners. As navigation authority online licensing progresses the expectation will be strengthened.
- The RYA2 rep, referring to Navigation Authority staff training at 4a) asked if this addressed specific petrol hazards on older petrol engine vessels. The EA rep replied that the approach has been to address obvious safety defects which would include signs of leaking petrol but which does not include a detailed knowledge and understanding of petrol engine components.

80.9.4 The BSS Manager introduced *Doc D2* and said it provided detailed background information as to how BSS Office core process improvements, as previously discussed, had been developed and applied to the 'new approach' BSS Examiner Field Assessments. He said the paper outlined the commitment to support examiner self-assessment and self-improvement, as featured in the Service Level Agreement, and that initial indications were that the approach was successful. No comments on the approach were recorded.

80.10 Report from the BSS Manager

80.10.1 Supporting Document - Quarterly report of incidents and accidents recorded, inferences drawn and planned BSS risk-activity for 2012 [Doc I1, BSSAC #80]

80.10.2 Context – standing item

80.10.3 The Chair invited any comment on *Doc 11*. The following comments were recorded:

- The EA rep referred to table A4 and the proportion of boat fire/CO incidents where there was no or inconclusive information. He said the proportion remains high despite the data capture improvements, including the EA improving its investigation and reporting methods. He questioned whether the fire and rescue services were consistent in their approach to boat fire investigation and reporting.
- The EA rep also advocated that other navigation authorities would benefit from the Initial Investigation of Boat-related Incident course provided by the BSS. The Broads Authority rep said that the Broads has processes in place but will raise the potential for the additional training with the safety manager. The BSS Manager reported that he was hopeful that appropriate BW staff would soon undergo this training.
- The BSS Manager drew members' attention to the fire fatalities at Bath where the fire and rescue service are indicating that a spare petrol container in the cockpit escalated the incident to a fatal one (see 3.3, page 2, *Doc 11*). He also referred to the propeller injury concerning a 9 year old boy who fell from a hired narrowboat. He predicted MAIB interest in this one because this is the second such incident in recent years. (see 3.5, page 2, *Doc 11*)
- The IMarEST rep, referring to the BSS Office liaison with Amlin Insurance, asked if efforts were to be made to engage with other insurers or insurance groups. The BSS Manager said that this was the intention, but that this would be achieved through Amlin's involvement within the BMF association IFSLA. He indicated his low expectation, based upon previous experience.
- The TBA rep raised the level of inconsistency between fire and rescue services towards boat events, including Boat Fire Safety Week.
- The NABO rep referred to deliberate fire setting and its position as the main cause of boat fires year on year. He expressed disappointment with fire and rescue service reaction to such an event and said that appropriate storage of diesel and petrol containers ought to be stressed if such incidents, or the consequence of them, are to be reduced.
- The RBOA rep requested that the BSS Office information on petrol storage risks should be widened out to include petrol for petrol generators, as found stored onboard on a considerable number of residential craft.

80.11 Items for BSSMC

80.11.1 The Chair logged the navigation authority Hire Boat Code initiatives and the BSS ECP review outcomes.

80.12 Dates of the confirmed BSSAC meetings

80.12.1 Tuesday 11 September (#81) - confirmed
Tuesday 27 November (#82) – confirmed

80.13 Any other business [AOB]

80.13.1 No AOB items were raised.