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## BSS EXAMINER NEWS

Dear Examiner,

This edition of BSS Examiner News follows up the recent examiner seminars and further helps prepare you for the private boat Examination Checking Procedures (ECP) changes coming in from 1<sup>st</sup> January 2013.

### E-learning and examiner seminars

Thank you for completing the E-Learning course and attending the recent examiner seminar about applying the changes to the ECPs for privately owned and privately managed boats.

The examiner seminars were well attended and were very successful – thank you for your contributions and questions at your seminar – some of the answers are in this newsletter and a summary of the questions raised together with answers will be published early in the New Year.

For those unable to attend a recent seminar you will have been contacted separately with details of a further seminar in January.

The majority of examiners scored very highly on the E-learning assessments with over half achieving 100% scores in both assessments.

Examiners who scored less than 10 correct answers out of 12, will have been contacted separately and have the responsibility to read through the provided assessment questions and answers and confirm their understanding of the learning points.

For those yet to complete the assessments, completion of them is essential to be allowed to undertake examinations on private boats from 1<sup>st</sup> January.

### Re-examining private boats in the New Year?

If you are returning to re-examine a failed boat in 2013, then apply the 2013 ECPs. If a customer challenges you on this policy please-politely refer the owner to the BSS Office.

### BSS documentation concerning examining private boats

Seminar attendees now have the **2013 ECPs (Edition 3.0) for privately owned and managed vessels** and these must be used from 1<sup>st</sup> January. The ECP's are a controlled document and early in the New Year you will receive a sticky label which is your copy's document number. Please stick the label on the blank inside front page.

You will also have received your **BSS Checklist for privately owned and managed vessels** for use from 1<sup>st</sup> January. You must use a checklist when doing BSS examinations. Your own version of a checklist is acceptable provided it is both accurate and complete.

An alternative acceptable option to checklist, is to use the **BSS Record Form**, a pad of which was provided to you at the seminars. This is a useful optional tool for those examiners who wish to have a check-by-check record of an examination.

The **BSS Examination Report Form** is no longer available to order. If you have a customer who wants a detailed check-by-check record you can give them a photocopy the BSS Record Form.

Remember, **Report Form E** remains unchanged and available to use to communicate points with customers.

Recording BSS examinations for non-private classes of vessel remain unchanged and the 2002 ECPs continue to be relevant for those examiners eligible to carry out such examinations. Such examinations must be recorded on Salesforce as normal.

**BSS Warning Notices** are being re-printed to take account of the 230V a.c. electrocution risk and other small improvements. One pad will be sent to you before Christmas. Further pads can be ordered on Salesforce in the normal way.

#### **Salesforce reporting unavailable during the Christmas period**

We'll be working on Salesforce during the Christmas period, updating the reporting pages with the new and changed private boat checks and improving some of the boat records.

This is to happen from Sunday 23<sup>rd</sup> December to Wednesday 2<sup>nd</sup> January and during this period Salesforce will be unavailable. Sorry for any inconvenience this may cause you.

#### **Please continue to give owners the top and blue copies of the BSS Certificate**

As mentioned at the seminars IT2 does not start until 1<sup>st</sup> April 2013 so please continue to issue the blue copies of the BSS Certificate and advise the owners to send the blue copy to the licensing or registration office of the relevant navigation authority.

#### **BSS in the news**

We are issuing news releases about the CO risk section on the public website and reminding people about the key changes to the ECPs. Read the BSS news releases [here](#).

#### **BSS Office Christmas Shut-down**

Although all staff will be on leave during the Christmas and New Year break (22<sup>nd</sup> December – 2<sup>nd</sup> January inclusive) technical support will likely be available to you should you need it. Please use [bss.office@boatsafetyscheme.org](mailto:bss.office@boatsafetyscheme.org) email address and include your contact phone number and subject matter and your email will be picked up and forwarded to the most appropriate BSS team member who will call you back. Concerning urgent messages please try team mobiles, numbers are on the Examiner Support site.

May I take this opportunity to wish you and your family a Merry Christmas and a prosperous New Year.

Best regards,

A handwritten signature in black ink that reads "G.A. Watts". The signature is written in a cursive style with a horizontal line underneath the name.

Graham Watts, BSS Manager