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Examiner's Pro Support Website: <https://pro.boatsafetyscheme.com/>



13 February 2013

Ref: 13-002

## BSS EXAMINER NEWS

Dear Examiner,

This edition of BSS Examiner News concentrates on examiner re-registration and prepares you to take control to ensure a smooth process.

We have updates on the developments on the reporting and recording of examinations on Salesforce (IT2) and associated amended guidance supporting the BSS Examiner Conditions of Registration.

### Registration fees – no rise this year

The BSS examiner registration charge has once more been pegged at £152 (inclusive of VAT).

### Online examiner re-registration

In early March you will receive an email from Tracy inviting you apply to re-register and guiding you to the 2013-14 examiner registration web-page.

How to re-register is straightforward. Firstly, all you need to do is login to Salesforce and check that your insurance details on your 'Current Details' page accurately describes the type of insurance, name of provider and the expiry date.

You can only apply via your new personal, pre-prepared, application page Application 2013-14 – the reference number will be in the invitation email.

You must read the information on the page before making your application by pressing the 'submit' button on the bottom of that page. By pressing the 'submit' button you are confirming that your insurance details are correct, the policies are current and that you will maintain the cover. You are also agreeing to:

- the BSS Office sharing your name and address details with the Navigation Authorities; and,
- the BSS Office publishing, making available or otherwise passing on to anyone that requests them, your 'Public Details' as displayed on the BSS examiner website; and,
- being invoiced for the registration fee; and,
- the BSS Examiner Conditions of Registration for the complete period of registration.

Please act as soon as possible after receipt of the invitation to apply to renew your registration and at the latest, by the end of Thursday 28 March, as late registration has serious implications (see below).

The final part of the renewal process is confirmation from the BSS Office. All applications will be acknowledged by an automatic email immediately they are made.

Then within a day or so of making the application, successful applicants will have an email confirming re-registration, until you receive the confirmation of registration email you will not be re-registered and not entitled to carry out BSS examination work.

If you have any questions concerning your renewal, or once you have applied, if you do not get an email confirming that you are registered, please give Tracy a call on 0333 202 1000.

New examiners registering for the first time have a separate process and must contact Tracy on the number above when requested to do so.

### **BSS Block Policy PI and PL insurances**

As soon as they are able to, Michael Hall Associates Limited (MHA), will send out the renewal information to Block Policy holders. Please note, the MHA products are subject to possible changes, so read any communication from them carefully. Please call Stuart at MHA with any block policy queries;

Stuart Clark, Michael Hall Associates Limited, Mason Chambers, Manchester Road, Haslingden, Rossendale BB4 5SL. Tel: 01706 836160, Fax: 01706 217177, Email, Stuart.Clark@michaelhallassociates.ltd.uk.

### **Independently arranged PI and PL insurances**

For those examiners with independently arranged insurances, please check carefully that

- the terms of your policies cover your BSS activities; and,
- that the policies are current as of the date of your application; and,
- the level of cover is not less than £5m for PI and PL.

Through the year if, as and when your policies or details change, please update these on the 'Current Details' page on the examiner website. The assurance that any examiner's work is underwritten is so important, we will suspend access to Salesforce where there is any doubt about an examiner's cover, and that individual's continued authorisation may be at risk.

Remember that you may be contacted during the year and requested to provide evidence of insurances to verify the accuracy of the details entered online.

### **BSS Examiner Conditions of Registration**

When you submit your application online you will be accepting the BSS Examiner Conditions of Registration which can be viewed and downloaded by following [this link](#). The BSS Examiner support website has clear guidance as to how best ensure you meet the conditions.

Between now and mid-March, guidance will be amended to take account of IT2 changes coming in from April concerning reporting and recording examinations. This guidance will be linked to the provisions of the BSS Examiner Conditions of Registration and must be followed. The guidance will cover: - the reporting on Salesforce of all 'not passed' BSS items found during the initial BSS examination; reporting BSS examinations within 48 hours; what documentation must be provided to the owner once the boat has passed; and, what minimum information about the boat must be kept on record for six years in order to provide a level of protection for examiners from potential claims.

The draft guidance is subject to change because it is currently with the BSS Advisory Committee for consideration. However it is unlikely to change greatly and so if you would like to see the draft guidance click on [this link](#) and look for the yellow highlighting in the PDF.

### **When and how to pay**

Once successfully registered, you will be sent an invoice which should be settled in the normal way. For those with CRT moorings, licences or any other CRT account, please do not pay your annual BSS Examiner registration by BACS transfer as it is very difficult to re-direct the funds to the BSS cost centre.

### **What happens if you miss the deadline?**

Remember, if you are not confirmed as re-registered by 1 April, you are not authorized to carry out BSS examinations, or to issue 'certificates'. This means that if you have not had confirmation of successful reregistration by Thursday 28 March (remember, the BSS Office will be closed on Bank Holiday Friday 29 March to Easter Monday 1 April), you must not issue any certificates and must cancel or postpone any BSS examination bookings until you have confirmation of your registration. Unauthorized examiners will not be listed on the BSS website until registration is completed.

Any certificate issued whilst an examiner is not registered may be cancelled and the circumstances investigated as a potential breach of the Conditions of Registration.

Please remember, applications completed after 1 April will be subject to an additional administration fee of £50 (+VAT) taking account of the additional costs of late registration; unless the delay is pre-arranged and agreed with the BSS Office.

### **Not re-registering for 2013-14?**

May I request that if you have decided not to re-register please confirm this in writing to Tracy as soon as possible. I would also be interested to learn of the reasons for your decision.

### **Personal details on the web – have you reviewed them?**

Potential new customers can use the search page on the BSS public website so it is important that your personal details are accurate and appropriate because these are extracted directly to the BSS public website from the Salesforce site.

You can review, update and improve your details in the 'Public Details' page from the 'current details' tab of the Salesforce site. Entering a value in the town field is required as our research tells us that boat owners choose firstly by personal recommendation and secondly by searching the BSS website by nearest town.

Please also check your private contact details are all correct as our mailing labels will now be generated using that information, which is maintained by you. We don't want you to repeat your first and surnames, just the address we should use normally to post items to you using Royal Mail. If you have an alternative address for couriers, just put that in the special notes section of the order.

If there are errors, or if your address is out of date, your goods may go astray.

## **Identity Card photos – are you happy with yours?**

Your current file photo will be used for your new identity card and will appear on the BSS website. Yours can be viewed on your personal details page on Salesforce.

If you wish to change your photo on your ID card and thus on the website too, this can be done at re-registration time for free by sending us an email and attaching a clear digital photo file of not more than 150kb size of your head and shoulders only, by Wednesday 13 March.

The picture must be of head and shoulders only, must be in pin-sharp focus and have a plain background. The picture should not appear too dark, too bright or washed out. A replacement photo for the BSS website can be sent at any time for uploading, but at any other time outside of the re-registration period when we have to order a replacement card, there will be a charge of £7.75 (+VAT) which reflects the costs of the new card and administration/postage.

## **IT2 – standby for access to the Salesforce V5 sandbox**

At the BSS examiner seminars, Phil or Rob set the scene for the move to Salesforce version V5 on 1 April 2013. The V5 improvements will make it easier for examiners to record examinations on Salesforce and will have implications and introduce more options for examiners concerning the way records of examinations are produced and kept. For boat owners, the BSS certificate, as we know it now, will change.

We are busy finalising the new examination documentation ready for a public launch – and we'll provide a link to public information as soon as we launch the information. A select group of examiners are about to start testing Salesforce V5 and you'll have access to the sandbox to try it out from early March.

## **Electronic invoicing will start from March**

From the beginning of March invoices will be sent to you as a PDF attachment to an email and will no longer be sent by post. Remember that for those examiners who are either unable or unwilling to accept emailed invoices, there is an opportunity to choose to continue to be sent them by post. In order to 'opt-out' of emailed invoices, click on [this link](#) by 28 February and follow the instructions on the webpage. For those who support the cost-saving move there is nothing for you to do except perhaps just double check that your spam filters are set to ensure that Salesforce messages arrive.

Best regards,



Graham Watts, **BSS Manager**