



## BSS Advisory Committee – Confirmed Notes

### BSSAC #82, 26 FEBRUARY 2013, CRT OFFICES, HATTON

**Present:**

Chair  
ABSE  
AINA  
AWCC  
BMF2 – River-based Commercial Interests  
BMF3 - Canal-based Commercial Interests  
Broads Authority  
BSSTC Chair  
CRT  
EA  
IMarEST  
IWA  
NABO  
RBOA

RYA1 Executive Interests  
RYA2 Yacht Clubs and Users  
The Boating Assoc. (TBA)  
YDSA

**Co-opted & Others:**

BSS Manager  
BSS Quality & Technical Manager  
MCA Observer

**Apologies:**

IIMS

**Not Present**

BMF1 - executive

**82.1 Apologies and introductions** – Apologies were noted as listed above.

Members welcomed MCA observer, a proxy IWA rep and the new BSSTC Chair.

**82.2 Notes of BSSAC meeting #81** – Accuracy was accepted

**82.2.1 Matters arising from the notes of BSSAC meeting #81 [Not covered on the agenda]**

80.2.1 – *'hard to reach' boaters* – the RBOA rep said that CRT's Navigation Advisory Group meeting did not result in the issue being moved forward. The Chairman of this group suggested contacting the Waterways Chaplaincy. The RBOA Rep. said she had spoken to a representative, of the Waterways Chaplaincy, who has a team who work part-time with boaters who need additional support, particularly in the S.E. She agreed to get her colleagues to help distribute CO and Fire Safety booklets to hard-to-reach boaters, and said that she would aim to target specific parts of the country, should this prove necessary. The BSS Manager agreed to send the Chaplaincy a box of each of the two leaflets

The BSS Manager agreed to do that but stressed that in his view this was not the complete answer and that it was incumbent on individual navigation authorities to do what is reasonable in the circumstances.

The EA rep said that EA enforcement staff can't commit to keeping all boaters safe but do react to the circumstances they encounter and have received training on identifying immediately hazardous boats.

The CRT rep said that CRT don't have the staff on the ground with an appropriate skill base or the money to invest in a changed approach, and was keen to promote alternative approaches such as a role for BSS examiners, use of notice boards or volunteers.

The AINA rep agreed with the EA's position and said that BA had Rangers out there with no specific duty in this respect but do react to what they encounter and are trained to identify risk situations and that the outcome may involve other agencies.

The ABSE rep said that his organisation will talk about what they can do to help.

BSS  
Manager  
(done)

- 82.2.1 cont/ One perception was raised that the boundary between the work of BSS (staff) and that of a 'social services' role was becoming blurred.
- The BSSTC Chair said (in his NABO Chair capacity) that the CRT enforcement issue is one for CRT's Navigation Advisory Group and that NABO will help highlight the issue. CRT Rep
- The CRT rep agreed to talk to CRT's national volunteer co-ordinator.
- For the record, members supported the EA position on this subject.
- 82.3 To note actions arising from the BSSMC meeting reports -**
- 82.3.1 *Supporting Document, The actions arising from BSSMC meeting #78 [Doc D1, BSSAC #82]*
- 82.3.2 The NABO rep remarked at the lack of confirmed notes for the BSSMC and questioned how this sat with the commitment for meeting notes to be in the public domain. The BSS Secretariat apologised for the lateness of the notes and said these would be confirmed at the forthcoming BSSMC meeting and published soon after. BSS Secretariat
- 82.3.3 Referring to item 6 in *Doc D1*, the Chair referred to an AINA Hire Boat Code meeting held in CRT Docklands in October and that there was still no resolution or commitment that the navigation authorities are taking responsibility for implementing the recommendations in the Code and as such the Hire Boat Code is currently 'rudderless'.
- The MCA observer confirmed that MCA would not be involved in the future ownership of the Code. The Chair expressed concern at the potential impact of a hire boat incident similar in consequence to Breakaway V incident.
- The BSS Manager reported that BSS had been tasked from the October AINA meeting with assessing the feasibility of a introducing a simple check for stability to be applied by BSS Examiners and gave assurances that any new check would be based upon a robust technical justification agreed by appropriate and competent organisations and consultants. The BSS Manager reported that consultants had been commissioned and that report on the feasibility of simple BSS stability checks would be available at the end of March.
- The RYA Rep asked if new checks would cut across the 'no barrier to trade' clause in the Recreational Craft Directive. The BSS Manager said that this potential is to be addressed as part of the review. BSS Manager
- In response to a question from the Chair, members recommended that a BSS review of hire boat requirements go ahead no matter what the status of the ownership and evolution of the Hire Boat Code. The Chair committed to take this recommendation to BSSMC. Chair
- The Chair said that AINA meeting had determined that the BSS should not take over the code but the EA rep could not remember a decision about this.
- The BMF2 rep re-iterated that he was not worried who owns the requirements but implementation was essential to help protect hire operators.
- In answer to a question for the NABO rep the BSS Manager said that, at the moment it is for AINA to lead this issue on behalf of the navigation authorities, but that the navigation authorities through BSSMC can be approached by the BSSAC Chair.
- It was reported that the BSS review of its own hire boat requirements was underway and that an internal review of existing BSS hire boat requirements has been undertaken and a framework for reviewing BSS hire boat requirements has been established.
- 82.4 Nominations for BSSAC Chair's position**
- 82.4.1 *Supporting Document Subject: - None distributed, BSSAC Terms of Reference apply*
- 82.4.2 *Context – on an annual basis the election of the Chairman will be decided by those full members present at the BSSAC meeting*
- 82.4.3 With the chairmanship temporarily resting with the BSS Manager, nominations for BSSAC Chair's position were sought and none were forthcoming. The position of the current Chair to remain in post for at least another year was ratified unanimously.

## **82.5. Review of BSSAC membership and membership types**

82.5.1 *Support paper – current membership list, [Doc I1, BSSAC #82] and BSSAC Terms of Reference apply*

82.5.2 *Context – The BSSAC reviews the membership and membership types annually. This review is subject to ratification by the BSSMC.*

82.5.3 Members considered the membership of the committee in the context of its purpose as defined in the committee's Terms of Reference. Members considered if anything had altered during the past year that may warrant a BSSAC membership change. In general terms members considered that committee membership was fit for purpose.

The following recommendations are made to BSSMC:

a. Members re-iterated that they considered that the size of the committee is large enough and should not increase. It was stressed that at the time any additional member organisations join, one organisation should leave.

b. Members did not identify any changed circumstances in the past year to warrant any alteration to the current membership or membership types

82.5.4 The NABSE application to join BSSAC was considered at some length. Members confirmed that they had access to the relevant NABSE documents supporting the application [Docs I2 and I3]. Members agreed that the committee had adequate representation of practitioners, as previously considered during the general review of membership and were not persuaded by the NABSE submission supporting their application, of any need for the practitioner representative bodies to be augmented or change.

The Chair conducted a vote of members' views; out of 17 members present and eligible to vote, one vote was recorded in favour of 'corresponding' member status for NABSE, 12 votes were recorded against the NABSE application to join BSSAC and 4 members abstained.

It follows that BSSAC recommends to BSSMC rejection of the NABSE application to join BSSAC.

BSS  
Secretariat

BSS  
Secretariat

## **82.6 BSSAC committee efficiency improvements [Verbal update]**

82.6.1 *Support paper no paper – verbal update only*

82.6.2 *Context – ensuring the continued effectiveness of BSSAC through the proposed use of a web-based tool to support committee members, a reduction of the number of meetings to two 'in-room' meetings per year; the enhanced use of BSSAC sub-groups to help develop recommendations and a review of the BSSAC Terms of Reference to support these changes.*

82.6.3 The BSS Manager reported that progress on the committee website had been achieved through the use of the BSS web consultant and that papers from this meeting had been mirrored on the dummy committee member site using the chosen project management software. Volunteers were requested to help test the facility – the TBA and NABO reps put themselves forward. It was envisaged that the trial would commence in one month and that all members would be able to view the site a month in advance of the next meeting.

## **82.7 Report from BSSTC Chair**

82.7.1 *Support paper – Report from BSSTC Chair for BSSAC [Doc E1, BSSAC #82]*

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

82.7.3 Referring to *Doc E1*, the BSSTC Chair said that there had been no meetings of BSSTC since the last report to BSSAC. A meeting is scheduled for 22 April 2013.

The AWCC rep, referring to the appeal concerning the boat having galvanised steel LPG pipe, asked how such appeals were resolved. It was reported that the views of BSSTC members were collated by the BSS Secretariat and then table of views presented to the BSSTC Chair. During all appeals in recent years, full consensus has been achieved. The agreed recommendation is then taken forward by the BSS Office with the customer.

82.7.4 The vacancy on BSSTC for a Surveyors Group Representative was discussed and the IMarEST rep said that he had put himself forward and that his nomination was awaiting ratification from the surveyor bodies.

## 82.8 Quarterly update on the progress of the BSS IT project

82.8.1 *Support paper –*

- *Update on Stage 2 IT Project [Doc J1, BSSAC #82]*
- *Project Implementation/Communications Plan for IT2 [Doc J2, BSSAC #82]*

82.8.2 *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.*

82.8.3 The BSS Quality & Technical Manager introduced quarterly report *Doc J1* and referred to the final stages of IT2, leading to roll-out on 1 April. He thanked the RBOA rep and the nominated ABSE rep for their constructive support and input over the development period.

He reported that 6 examiners were currently testing a Salesforce V5 live-site to robustly test the system and the document outputs. The day after the meeting, the live site would be signed-off and then a group of 18 examiners would be given access to the Salesforce V5 'sandbox' to trial it and test the effectiveness of the associated 'How-to-Guides'. It was planned to review outputs from the sandbox trial on 4 March and then give access to the sandbox to all examiners.

The following comments were recorded:

- The RBOA pointed to a need to tighten up the text on the new certificate referring to the conditions upon which an examination was carried out
- The RYA2 rep asked which navigation authorities were not to participate in the paperless system and that examiners were notified of these before April.
- The ABSE rep asked for the fall-back position in the event on switchover there were technical problems. It was agreed that this will be reported to the forthcoming BSSMC meeting.
- The BMF3 rep asked how the trade can establish if a boat being sold has BSS certification, perhaps due to such as the boat changing hands before the present sale or death of the boat owner. The answer given was that the owner or owner's representative could contact the BSS Examiner who issued the certification, in the first instance, to achieve a copy, failing that a copy could be achieved from the licensing authority or BSS Office, provided the identity of the enquirer can be reasonably established as the owner or owner's representative.
- The BSS Quality & Technical Manager explained that the examiner's customers choose between the various certificate delivery methods or a combination of them, for example it could continue to be a piece of paper, possibly filled out by hand on the day and embossed by the examiner, or it could be a PDF attached to an email. The IWA rep said that there should be a simple hand-out explaining to customers what is happening and what products are open to them – this was agreed.
- In response to a question the BSS Quality & Technical Manager confirmed that examiners would be invoiced once per month concerning those certifications entered onto Salesforce during the previous four weeks.

*BSS Office  
(done)*

*BSS Office*

*BSS Office*

*BSS Office*

- 82.8.3 cont/
- The RYA2 rep said that the lack of a paper certificate would lead to more reliance from examiners to seek payment in advance.
  - The NABO rep asked for re-assurances that data sharing between the BSS and the navigation authorities did not infringe any data protection rules.

82.8.4 Members had no comments to make concerning the implementation schedule leading up to 1 April and noted that the BSS Office was approximately one week behind schedule and that there is a commitment to catch up within days of the meeting.

82.8.5 Concerning *Doc J3*, the guidance supporting the BSS Examiner Conditions of Registration is changing slightly to reflect the introduction of IT2. Although practitioner body reps did not express any issue with the document, the BMF3 rep had comments on the draft guidance in support of the BSS Examiner Conditions of Registration. His view was that the guidance could not have 'mandatory' status without going through the formal consultation process. Written comments were invited within two weeks of the meeting.

## 82.9 Quarterly update on BSS quality management

82.9.1 *Support paper – Quarterly quality management report [Doc G1, BSSAC #82]*

82.9.2 *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.*

82.9.3 The BSS Quality & Technical Manager introduced *Doc G1* and drew attention to the need for examiners to input certificates meeting the 48 hour target in order to support customers seeking to retain early payment discounts. The following comments were recorded:

- the RYA2 rep said that onus was on customers to plan examinations so as not to leave booking an examination until the last minute. He said that most examiners would offer reasonable levels of service such as examination within 14 days.
- the AWCC rep asked what proportion of examiners routinely use the examiner website. The BSS Manager said that this figure is not available but promoting the web tool did feature strongly in examiner Field Assessments and does form part of the quality management improvements.
- the YDSA rep stressed the need to improve the format and functionality of the examiner e-course next time a course is deployed.

## 82.10 Report from the BSS Manager

82.10.1 *Supporting Documents:*

- *Annual report of incidents and accidents recorded for the year 2012, inferences drawn and proposed 2013 BSS risk-activity [Doc H1, BSSAC #82]*
- *Annual report against planned BSS risk-activity for 2012 [Doc H2, BSSAC #82]*

82.10.2 *Context – standing item*

82.10.3 The Chair invited any comment on *Doc H1*. The following comments in respect of the annual report *Doc H1* were recorded:

- the need for greater detail concerning the electrical causes of fires was highlighted, the action to attempt to achieve more detail was acknowledged; BSS Office
- the Whitsun week dates for the Boat Fire Safety Week should be promoted; BSS Office
- the success in national user groups distributing the CO leaflets was acknowledged. Around 50,000 CO leaflets have been distributed since January, split between the national user groups and fire and rescue services. The availability of BSS fire and CO leaflets should be promoted to TYHA to seek to have these available in marina offices. BSS Office

- 82.10.3 cont/
- concerning the reference to solid fuel stoves in *Doc H1*, the RYA2 rep identified the lack of availability of components supporting the new BSI code of practice as a contributory factor working against selection of twin-wall insulated flues. It was agreed the BSS Office should further assess availability of flue component products
  - the RBOA rep linked the increase in sinkings during strong stream conditions to boat owners not checking their boat ropes and to these being tied without sufficient slack to allow the craft to rise with the flood water.
  - the AWCC rep asked about details from the Coroner concerning the two boat fire deaths at Bath last year. The BSS Manager confirmed that no inquest had yet been held.
  - the IWA rep referred to the importance of BW's Boater's Handbook and a need to review it. It was agreed that this subject is for a different forum.
  - the use of video safety guides was raised in the context of both private boat and hirer safety.
  - the BA rep asked if the IRIS database was used to populate BSS incident data, the BSS Manager confirmed that it was.
- 82.10.4 As listed in *Doc H1*, members agreed that the recommendations for planned BSS risk-avoidance activity for the coming year can go to BSSMC supported by BSSAC. BSS Secretariat
- 82.10.5 The BSS Manager introduced *Doc H2* reporting the actual BSS risk-activity for 2012 against the plan as agreed by BSSMC at their meeting in March 2012. He said that the activity plan was largely realised with, for example, significant improvements to the CO leaflet. He said that deviations from the plan were largely due to prioritisation of work and matching timing and resources to those of partner organisations. He estimated that the plan was 85-90% achieved and thanked members for their contribution to this success. *Doc H2* will proceed to BSSMC for review. BSS Secretariat
- 82.11 Items for BSSMC**
- 82.11.1 The Chair will take into the meeting the BSSAC concerns and recommendations in respect of the hire boat requirements coverage at 82.2.3 above. Chair
- 82.12.2 Dates of the confirmed BSSAC meetings**
- 82.12.1 The two remaining meetings for this year are:
- Tuesday 25 June 2013 (the AWCC rep provided his apologies in advance)
  - Tuesday 26 November 2013
- 82.13 Any other business [AOB]**
- 82.13.1 The BSS Manager reported the outcome of the consultation by Scottish Canals inviting feedback on the existing BSS and how effectively it minimises the risks to all users of the waterways including long-term berth holders, visitors, staff and adjacent property. The outcome was that the BSS is considered not only fit for purpose but widely supported by the majority of users.
- 82.13.2 A virus has infected the computer of a previous BSSAC/TC member and emails from this computer have been sent to BSS committee members – the email should be deleted without being opened.
- 82.13.3 The MCA rep offered up his name as the MCA contact concerning the hire boat requirements review and the Hire Boat Code.