

Boat Safety Scheme
First Floor North
Station House, 500 Elder Gate
Milton Keynes, MK9 1BB

Telephone 0333 202 1000

Examiner's Email: BSS.office@boatsafetyscheme.org

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



February 2014

Ref: 14-002

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 also signpost electrical training for those examiners yet to attend the electrical knowledge and understanding course and we are about to ask you to complete an online survey about any personal accidents you may have suffered whilst examining boats in the past year.

Registration fees – reduced by over 30%!

Good news - the BSS examiner registration charge has been reduced from £152 to £105 (inclusive of VAT). This significant reduction rewards examiners for contributing to BSS cost savings since the introduction of Salesforce V5.

The onus remains on examiners to enter examinations fully and accurately and if our BSS Office costs rise to address poor data entry then we may have to reflect this in next year's registration fee; so keep up the good work.

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 2014-15 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 2014-15 – 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 Friday 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 both 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.

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 BSS certification. This means that if you have not had confirmation of successful reregistration by Monday 31 March, you must not issue any BSS certification 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 BSS certification 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 2014-15?

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 Salesforce – have you reviewed them?

Your public contact details appear on your BSSER forms and potential new customers can use the search page on the BSS public website. It is essential that the public contact details you enter on to Salesforce are accurate and complete because these are extracted directly from the Salesforce fields to your BSSER examination reports and appliance record forms as well as to the BSS public website. 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.

Accurate private contact details are essential as our mailing labels are generated using that information, which is maintained by you. Please ensure the address is the one 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.

You can review, update and improve your details in the 'Public Details' page from the 'current details' tab of the Salesforce site. Visit this page to check you are happy with your public profile and private contact details. Crucially, please check your email addresses, land line and mobile phone numbers. If anything needs changing click the grey 'Edit' button at the top of your profile, make the required changes and then click the 'Save' button

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, or an exact size photo will be 350 by 300 pixels. Photos must reach us by Wednesday 19 March.

The main point is that the image must be of head and shoulders only, must be in pin-sharp focus and should 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.

Electrical knowledge and understanding course for those examiners yet to attend one

Electrical Knowledge & Understanding courses are to take place in the Autumn/Winter 2014. Attending one of these one-day events as well as completing the prior E-learning course will be mandatory for any examiner who has not yet done it.

Are you keeping safe?

Examiners are responsible for their own personal health and safety, but we in the BSS Office periodically assess the risks examiners may be presented with and such a risk assessment is currently going on. You can help by completing the simple online survey when it arrives in a week or so.

Useful advice concerning the health & safety responsibilities of BSS Examiners can be found at the end of this [health & safety link](#).

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**