

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/>

11 February 2015

Ref: 15-001

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, hopefully completing it as early as possible. The deadline is 28 March this year.

We also announce that the electrical training, for those examiners yet to attend the electrical knowledge and understanding course, is about to be rolled out.

BSS fees – unchanged

We begin again with good news - subject to ratification by BSS Management Committee on 17 March 2015.

The proposed BSS examiner registration charge is pegged at last year's reduced level £105 (inclusive of VAT)

You may recall this was rewarding examiners for contributing to BSS cost savings since the introduction of Salesforce V5. Once again, thank you all those examiners who have helped maintain the improvements.

BSS Certification fees are planned to remain at £29 + VAT for the coming year. This price has now remained unchanged for 4 ½ years.

Online examiner re-registration

In early March you will receive an email from the BSS inviting you apply to re-register and guiding you to the 2015-16 examiner registration web-page on Salesforce.

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. This task applies to all BSS Examiners including those on the Michael Hall Associates Limited 'block' policy.

You can only apply to re-register via your new personal, pre-prepared, application page Application 2015-16 – the reference number will be in the invitation email.

You must read and understand 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 Examiner Conditions of Registration for the complete period of registration; and,
- 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 and paying for the registration fee and all other fees and charges, for example for BSS Certifications.

Please act as soon as possible after receipt of the invitation to apply to renew your registration and at the latest, by 4pm 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 – it only indicates an application has been made by you and that it is on the system ready for us to review.

Can you examine boats after March?

YES - For any successful applicants who will have had an email confirming re-registration, the answer is yes!

Hopefully you'll have registration approval within a day or so of making the application.

NO - If you haven't applied, or if your application has not been approved, your authorisation has ended. Until you receive the confirmation of registration email, you must not carry out any BSS examination work.

This means that if you have not had confirmation of successful re-registration by Tuesday 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.

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 must use the distinct process as advised by separate email.

Michael Hall Associates Limited 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 MHA block policy queries:

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

Other PI and PL insurances

For those examiners with independently arranged insurances, including those having cover through the 'block' policies arranged through Mercia Marine Underwriting Limited and Winter & Co (Marine) Ltd, 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.

Annual insurance audit

Through the year if, as and when your policies or details change, please update these on the 'Current Details' page on the examiner website. This task, which includes updating the cover expiry date, applies to all BSS Examiners including those on the Michael Hall Associates Limited, Mercia Marine Underwriting Limited and Winter & Co (Marine) Ltd 'block' policies.

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 his 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. This process will not happen until we are several days into the new financial year.

Any examiner 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 (busy time and early Easter)?

Please forgive this repeat, but I must emphasize that if you are not confirmed as re-registered by 1 April, you are not authorized to carry out BSS examinations, or to issue BSS certifications.

The other implication is that 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 you have already advised us that you intend applying after April and we agreed to waive the additional charge.

Please understand that the end of March and first days of April are incredibly busy for the five of us in the BSS office. Also note that this year Good Friday is 3 April. Late applications are unlikely to be dealt with until after Easter and authorization could be delayed until the second or third week of April.

Not re-registering for 2015-16?

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. We reserve the right to remove or alter inaccurate, or potentially misleading information.

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 18 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 cost to us of the new card.

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

The new Electrical Knowledge & Understanding course is to be trialled shortly with a view of the course being ready to roll out in April, May and June.

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 so. If this is you, be ready to be contacted soon about the course dates, times and access to the E-learning module.

Carbon monoxide poisoning on boats – MAIB report published

Further to the articles in recent issues, the Marine Accident Investigation Branch (MAIB) have published its findings as to the cause of the Lake Windermere tragedy and has made recommendations aimed at preventing a recurrence.

The report mentions the BSS in several places including the recommendations of the Chief Inspector of the MAIB, one being that the Lake District National Park Authority adopts the BSS as a means of improving safety.

Access the MAIB report and read the BSS news release by following this [link](#).

[\(www.boatsafetyscheme.org/about-us/news-and-press-releases/news-releases/nr15-001-bss-welcomes-maib-windermere-co-report/\)](http://www.boatsafetyscheme.org/about-us/news-and-press-releases/news-releases/nr15-001-bss-welcomes-maib-windermere-co-report/)

Remember you can do your bit to support CO boat safety by pushing your customers to the '[Stay Safe](#)' web pages on the BSS website because this information is intended to influence boater behaviour to prevent CO poisoning incidents and behavioural factors are prevalent in most boat-related CO fatalities.

[\(www.boatsafetyscheme.org/stay-safe/\)](http://www.boatsafetyscheme.org/stay-safe/)

Solid Fuel Stoves – the dangers of burning wet wood

As part of a continuing safety focus on solid fuel stoves, the BSS issued a media release warning boaters using damp wood and logs in their stoves could be risking a triple whammy including increased costs, stove damage and carbon monoxide poisoning. Read more by following this link (<http://bit.ly/woodfuelwisdom>)

The Pro-site is safe to use

You may have noticed that on entering the BSS Examiner's Pro-site you get a message indicating that 'there is a problem with this website's security certificate'. This is a temporary situation and will be resolved shortly when the architecture of site changes to allow video-embedding and other improvements. In the meantime, simply click on 'continue to this website' sure in the knowledge that the site is fine to enter safely.

Best regards,



Graham Watts, **BSS Manager**