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**21 March 2013**

**Ref: 13-004**

## **BSS EXAMINER NEWS**

**Dear Examiner,**

Please do not ignore or gloss through this BSS Examiner News. All the information is critical to your future as a registered examiner.

This edition heralds the introduction of IT2 from 1 April: - examiners yet to practice in the Salesforce 'sandbox'; or yet to apply to re-register; or yet to renew their Michael Hall Associates 'block' insurance cover – are reminded that there is only one week to go, so please act this weekend.

**Not yet practised in the Salesforce 'sandbox' ? Don't leave it until the last minute.**

If you have not had sufficient practice in the sandbox, or have not yet had a go at all, please do so soon. Practising will not only give you confidence to use the improved version of Salesforce, it will also help you plan to satisfy your customer's needs, in respect of the optional methods there will be to record BSS examinations.

Remember to follow the step-by-step 'How to Guides' when you first start to practice.

### **What happens on 1 April?**

The switchover to Salesforce version V5 occurs from 06:00 on Monday 1 April and will take several hours so it would be very helpful if examiners do not login to Salesforce on the Easter Monday while the works are underway.

### **Your BSS examination reporting responsibilities will change from Easter Monday**

Below is a list of the changes from Easter Monday. This list is extracted from the guidance supporting the BSS Examiner Conditions of Registration:

- a) your BSS examination reporting on Salesforce must include items 'not passed' during the initial and any subsequent BSS examinations;
- b) 'passed' BSS examinations should be reported on Salesforce within 48 hours. Any deviation from this should be infrequent, and only by prior agreement with the owner, and no longer than 5 days;
- c) Examiners must provide customers with a BSS Examination Report, this is the 'BSS Certificate' for all boats that pass the examination, the relevant 'How to Guide' refers.
- d) With every BSS Examination Report marked as a 'BSS Certificate', examiners must provide a copy of the information covering the terms, conditions and limitations of the BSS certification. The information is contained in a document called 'About the Examination Report' and is available in pads or available to download <https://pro.boatsafetyscheme.com/you-and-the-bss/how-to-guides-bss-forms>
- e) BSS examination reporting on Salesforce must include where a BSS Warning Notice was issued and/or where a BSS examination was terminated for safety reasons.

## **Accuracy entering examination data on Salesforce is vital**

Some examiners have had what can only be described as a sloppy approach to entering data on Salesforce including following the How to Guides.

There was leeway in the process with having paper copies of certificates going to navigations authorities. There is now no comfort zone. Boat owners will be 100% reliant on examiners doing a good job and making precise records, otherwise they may find they cannot register their boat.

Records from now on must be fully and completely accurate in regards to boat names, registration numbers and selecting the right boat profile to make a record against.

Accuracy and completeness will now feature as a part of the BSS quality review of examination data. Examiners found to be making frequent errors that they have not alerted us to and that require extensive data repairs and cause upset of navigation authorities and boat owners , may face questions and possible sanctions.

I cannot stress enough how important it is that you contact us to have any corrections made where necessary.

## **Your BSS examination record-keeping responsibilities will change from Easter Monday**

Examiners must keep records of BSS examinations. The information below explains what options you have and what constitutes the minimum information to keep. This list is extracted from the guidance supporting the BSS Examiner Conditions of Registration ; this guidance was recently approved by the BSS Management Committee. See the Agreements & Expectations section of the Examiner pro site

Records should be kept for a period of at least six years, being period of time for which an individual can, in usual circumstances, bring a civil claim against an examiner.

Records of examinations should be either:

- a. on Salesforce including using the optional 'Appliance Record' facility; **and/or**,
- b. kept as a paper record alongside the boat records, for example the BSS Examination Record form or Status Report Form E, suitably completed .

Records should refer to the boat name, date of examination and examination outcome and refer to the Salesforce –generated BSS Examination Report Number.

Records should include at least the following information:

- I. the make, type and input rating of all appliances;
- II. the ventilation calculation performed;
- III. the make, fire rating and certification mark of the portable fire extinguishers;
- IV. any other information that is judged at the time as potentially important in supporting your decisions.
- V. confirmation of the issue of any BSS Warning Notice, including the reason why;
- VI. confirmation of the issue of any published safety related guidance to the vessel owner.

## **Your 'Countdown to April 2013' is on the Pro-site**

For links to more information, including the 'How to Guides', the press release we've issued to boat owners and how to claim a credit or a refund for your unused paper certificates, please visit the 'Countdown to April 2013' web-page of the Examiner Pro-site <https://pro.boatsafetyscheme.com/you-and-the-bss/how-to-guides-bss-forms/countdown-to-april-2013>

This is the page to visit to find out the latest news and guidance concerning the changes, please visit it at least weekly over the coming weeks. Coming soon: - the guidance about informing your customers on what choices they have in regards to BSS examination documentation when their boat passes.

**If you have not yet applied to re-register – only one week to go – apply this weekend**

There is only a few days left to apply. Please remember it is Easter weekend and the last working day is Thursday. This means, if you are not confirmed as re-registered by the **END OF PLAY, THURSDAY 28 MARCH, you will be unauthorized on 1 April**, and you will not be able to carry out BSS examinations, or to issue certificates. This means that if you have not had confirmation of successful re-registration, 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 certification made 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.

If you are on the Michael Hall Associates Ltd 'block' insurance policy and are yet to renew, please do so urgently as this cover runs out at the end of March.

**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 before next Thursday. I would also be interested to learn of the reasons for your decision.

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**