

Boat Safety Scheme
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Examiner's Email: BSS.office@boatsafetyscheme.org

Examiner's Website: www.boatsafetyscheme.com/professionals



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BSS EXAMINER NEWS

Dear Examiner,

This is the first of two important Examiner Newsletters we are sending this week. Coming up later in the week is important operational information for examiners, but this edition of concentrates on examiner re-registration and prepares you to take control to ensure a smooth process. And these are the headline topics, it could be used like a check list:

- What are the fees and when to pay them
- Check 'Current Details'
- Check membership and GSR claims
- Check photo
- Check insurance cover
- Go to Registration tab
- Read the conditions of registration
- Submitting your application
- Timings are early this year, so don't miss the deadline.

If you are not re-registering for 2016-17?

May I request that if you have decided not to re-register, and if you have not spoken with Rob on this subject in the past few days, please confirm this in writing to Tracy as soon as possible. I would also be interested to learn of the reasons for your decision.

Financial matters

Registration fees remain the same this year

We are pleased to confirm that the BSS examiner registration charge has again been pegged at £105 (inclusive of VAT).

Everyone who is registered on time will be sent an invoice in April by email. That invoice will not appear on the Salesforce invoice tab.

Settle the invoice in the normal way, but if you have CRT moorings, licences or any other CRT account, please do not pay your annual BSS Examiner registration charge by BACS transfer as it is likely to be swallowed-up by CRT general finances and the monies will not reach the BSS.

Things to do immediately

Firstly, all you need to do is login to the BSS database and check that your details on your 'Current Details' page are all complete and up to date.

☐ **Check your current details**

Are the addresses, your phone numbers, the email addresses and your website details accurate? 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. We reserve the right to amend details that appear inaccurate or misleading.

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.

☐ **Check your claims of membership and Gas Safe registration (where relevant)**

Are you still a member of the organisations you claim to be? You must not claim the advantage and cachée of the membership of an organisation if it has lapsed.

Are you claiming to be on the Gas Safe Register – is it for LPG / boats, is the engineer ID number correct, has your registration lapsed? Do not claim to be Gas Safe registered if your registration is not current and/or appropriate for boats, as there are legal implications if the facts are untrue.

☐ **Check your photo**

Your current file photo will be used for your new identity card and BSS website. Yours can be viewed on your personal details page on Salesforce. Does your image reflect what you see in the mirror; i.e. would your customer recognise you from the website? Is it clear and current?

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 16 March.

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.

❑ **Check your Insurance cover**

Are your insurance details on your 'Current Details' page accurate – i.e. the type of insurance, name of provider and the expiry date.

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**,
- the policies are current as of the date of your application; **and**,
- the level of cover is not less than £5m each for both PI and PL.

Through the year, 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.

Making your online application

In early March you will receive an email from Tracy inviting you to apply to re-register. When you receive the invitation, follow its instructions to go to the Registrations Tab on Salesforce and find your 2016-17 application form. Your personal application reference number will be in the email.

You must read the information, conditions and agreements on the page before making your application. To make the application, click edit and all the tick the boxes, then click on the 'submit' button on the bottom of that page. In clicking the 'submit' button and making your application you are also agreeing that:

- your insurance details are correct, the policies are current and that you will maintain the cover: **and**,
- the BSS Office may share your name and address details with Navigation Authorities; **and**,
- the BSS Office will publish, make available or otherwise pass on to anyone that requests them, your 'Public Details' as displayed on the BSS examiner website; **and**,
- you will be invoiced for the registration fee and [all fees and charges](#) payable by BSS examiners for BSS related materials and activities, as they arise; and pay the invoices on time; **and**,
- you will abide by the Conditions of Registration for the duration of the registration.

BSS Examiner Conditions of Registration

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.

Timings

Please act as soon as possible after receipt of the invitation to apply to renew your registration. There is an early Easter this year impacting on staff availability, so **the 2016 deadline is 4pm (16:00) Thursday 24 March**, and please keep to this 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 5 working days 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, check the online application form again to see if your status has changed from 'Submitted' to 'Accepted' or 'Reviewing' and then please call Tracy on 0333 202 1000.

Missing 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 Thursday 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 are removed from the listings on the BSS website.

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.

Best regards,



Graham Watts, **BSS Manager**