



## BSS Advisory Committee – Confirmed Notes

### BSSAC #93, 7 JUNE 2016, CRT OFFICES, HATTON

#### Present:

Chair –  
BM3 - BM Boatbuilding –  
AWCC –  
AINA –  
YDSA –  
RBOA –  
IWA –  
BSS Quality & Technical Manager –  
CRT –  
BM1 – BM Executive Interests –  
IIMS –  
ABSE –

BM2 – BM Hire Boats –  
RYA Executive Interests –

#### Co-opted & Others:

BSS Manager –  
BSS Business & Technical Manager –

#### Apologies:

BSSTC Chair –  
Broads Authority –  
EA –  
TBA –

#### Vacancy

NABO

#### 93.1 Apologies and introductions

93.1.1 Apologies are as listed above. Members welcomed \*\*\*\*\* the new AINA rep and observer \*\*\*\*\* , the new member of the BSS office team.

#### 93.2 Notes of last meeting

93.2.1 The unconfirmed notes of the last meeting, *Doc L1, BSSAC #92* were accepted as accurate.

#### 93.2.2 Matters arising

93.2.2.1 92.2.2.2 – *Tenanted boats* – The RBOA enquired about her offer to find a rep to attend a previously mentioned CRT meeting in London. She also reported publicising to enquirers the CRT conditions associated with boat owners inviting tenants to live on their boats.

The BSS Manager updated members that CRT London have internally reviewed how they deal with tenanted boats and are about to finalise and then publish in Boaters Update their updated policy approach. The plan is to adopt a strong enforcement stance concerning any boat where a landlord/tenant relationship is reasonably suspected and where the boat is currently licensed as a private vessel. In essence the owners will be told that they are in an enforcement process and the way out of it will be clearly explained. Currently landlord boat owners need:

- a) to demonstrate planning consent for residential use of the site/boat;
- b) to demonstrate that they have the right to access facilities such as fresh water, sewage disposal, rubbish disposal and fuel;
- c) to have in place a commercial insurance policy giving third party and public liability cover for tenants;
- d) to have non-private BSS Certification;
- e) a full handover document clearly describing how to operate the boat and all of the equipment on board safely. This must include a 24 hour emergency call out service;
- f) to successfully apply for a Business Licence, including submitting a formal

Operating Proposal covering the above points.

CRT London will continue to react to all intelligence, tip-offs, signs in windows, calls from tenants, and will continue to monitor websites such as AirBnB, Gumtree etc.

The next stage, once the policy is introduced, will be for CRT to engage with outside bodies to get the message across and for support with the policy. This may include a request for local BSS Examiners to pass on information from CRT to boat owners. At this stage the BSS Manager and an Examiner rep will attend a meeting, at which point hopefully the BSS can push for the subject to be widened to cover ongoing risk issues and to have included in the debate those other bodies with an interest here.

It was clarified that BSS involvement with CRT on this subject was mainly to put forward BSSAC concerns.

A brief debate was had concerning the role of examiners in circumstances where a tenancy is suspected but not admitted by the boat occupants. The BSS Manager said it was important that the role of examiners was not perceived to be CRT enforcers and he would report back any requests for examiner involvement.

It was anticipated that the CRT approach, once fully established, will likely cascade through to the other navigation authorities.

93.2.2.2 92.2.2.5 - *Hire Boat Code development* – The BSS Manager updated members that BSS sponsored stability activity is as follows:

- a) minor and necessary changes to web facility following BETA testing are being assessed and will be reported on shortly to the AINA group.
- b) a report looking into why the various boats failed BETA testing, and comparing the results against prevailing ISO requirements and against the current BSS requirements is nearly complete.
- c) BSS consultants re-visiting Appendix 3 to come up with a definitive list of things felt necessary for the BM consultant to address.

Since BSSAC last met the AINA/BM/MCA group leading the revision of the HBC met on 30 March to review the outcome of BETA testing, review the web-facility, finalise the revised draft of the Code and agree the consultation process. The group was appreciative of the stability test work and considered the web facility fit for purpose. BM identified the new consultant supporting the project but indicated that it may take to the end of May for his inputs to be achieved. At the AINA meeting it was agreed that:

- a) BM would consolidate changes in the HBC and issue a version without track changes – done.
- b) The complex Appendix 3 setting out the stability requirements will be made a web link and won't be included in the final code words.
- c) Individual consultee lists will be provided to AINA by the end of April by the navigation authorities.
- d) It was agreed that AINA would determine how the cost of the annual hosting and maintenance of the web facility could be paid, without impacting on BSS finances.
- e) A further meeting was proposed in June.

It was discussed that the Hire Boat Code can't be implemented from April 2017 and so there will now be a disconnection between the BSS hire boat requirements coming in from 1 April 2017 and the Hire Boat Code coming in later – maybe a year later. Currently the plan is to train examiners to every aspect of the new BSS requirements, even those ones that are dependent on hire boat code being implemented, and it would be simply explained to examiners not to apply them until the hire boat code was in place. If the delay in implementation of the code was a year or eighteen months, we will have to take a view as to whether to train examiners to those three items that are reliant upon the hire boat code implementation. The papers with members [Docs F2 – F15] allow for alternative training routes dependent the date of hire boat code implementation.

It was again confirmed that hire operators will be subject to the new BSS requirements from 1 April 17 and that the date of the next BSS examination for each hire boat is purely the date that verification to the new requirements is achieved.

93.2.2.3 92.2.2.6 - *BSS Hazardous Boat Notification procedure review* – The BSS Manager reported that there was no project start date in sight yet, however navigation authority staff to help the project are being identified. An update will be given at the next meeting.

The IIMS rep said that the apparent contradiction in the words of the published Examination Checking Procedure where on the one hand all LPG leaks are considered necessary for warning notice and gas supply shut-off and yet Appendix A & B give examiner discretion in classing boats as 'immediately dangerous' or 'at risk', needs to be addressed. He said that the BSSTC work looking at the comparative methods to test for LPG tightness may help with this task, as would the planned LPG training for examiners next year.

93.2.2.4 92.5.2 – *NABSE application to join BSSAC* – The Chair reminded members that NABSE had asked to join this committee and that at the last meeting members had reviewed committee membership and that there was no desire to change the balance of representatives or the number of representatives which meant that, in terms of the examiner body representation, there was no vacancy.

He reported that in view of their 18 month absence from meetings he had written to IMarEST asking them to consider whether they still required a place at this committee and that they had replied saying that they wish to relinquish their position. The outcome created a potential examiner body vacancy which members might want to fill.

The Chair subsequently wrote to NABSE inviting them to augment their application if they so wished and their recent letter was distributed [*Doc J1, BSSAC #93*].

It was pointed out that NABSE had committed to support the committee's Terms of Reference and the Chair reported that, even though they haven't been members, NABSE do regularly contribute by way of correspondence and initiative suggestions. The Chair invited members to decide whether to invite NABSE to join.

Members unanimously agreed to invite NABSE to join as Full Members and to attend the next meeting.

BSS  
Secretariat

93.2.2.5 92.2.1 - *Calor Gas Cylinder testing enquiry* – the AWCC rep enquired as whether an answer to his query about the LPG cylinder test regime had been answered. The BSS Manager apologised for the delayed answer and committed to providing it.

BSS Manager

### 93.3 To note actions arising from BSSMC #88

93.3.1 The BSSAC Chair reported that the new Chair of BSSMC, replacing Vince Moran, is Julie Sharman, who is Executive Head of Asset Management and Performance at CRT. She reports directly to the CRT Chief Executive and included in her responsibilities is Health and Safety and therefore also the Scheme's administration.

93.3.2 The meeting took note of the hire boat requirement changes update and encouraged the BSS support committees to continue with the work that has been done.

93.3.3 The Chair reported that he had explained the discussions BSSAC had had in relation to the Trusted Messenger role for carbon monoxide safety and the role enhancement and presented it as a) a change of role but the role is entirely in keeping with the state and aims of the scheme, and b) that the role would be confined to the carbon monoxide gas safety leaflet which is currently published and distributed and would not extend beyond the scope of that leaflet.

The Chair reported that the BSSMC unanimously approved the proposal and gave him delegated authority to meet with the examiner body reps to work out, as a sub-group to BSSAC, how that can be achieved. He reported that a meeting had been held in early April and that it was agreed to develop a checklist that would be ultimately part of the CO leaflet and would be addressed to the boat owner and would allow the owner to self-assess their own boats and their own safety behaviour. The initiative will remain with the Sub-group but will arrive back at the full committee as a complete package.

In response to a question it was confirmed that item 6 had been covered at this point. The AWCC rep said that the AWCC's position is that carbon monoxide alarms should at least be an advisory item in the BSS and that he considered the Scheme to be ducking the issue. He went on to say that those persuaded to have a CO alarms already had one and it was those who had no intention to get one that should be addressed by a new

requirement.

There ensued a short debate with the RYA rep stressing the importance of education to promote an understanding of the dangers of CO and the BSS Manager emphasising the outcome of the current BSSTC risk review that the Schemes requirements should focus on the sources of carbon monoxide and make sure that appliances are properly installed and maintained, and that CO alarms are a secondary protection.

The Chair recognising the strength of feeling in this committee accepted that the issue should move further and that this could be informed by the data to be collected from the plan for examiners to report whether or not a CO alarm is present and if there is an alarm present, test its functionality by pressing the test button.

He went on to emphasise that the purpose of the initiative is entirely about changing boater behaviour and encouraging them to learn about the hazards that are on their boats and to mitigate those hazards. The data collection aspect will allow us to understand whether there has been any degree of success concerning CO alarm take up. He said that the responsibility for success does not rest solely with the Scheme, it's everybody's responsibility to try and change and alter behaviour; from member organisations, navigation authorities, fire and rescue personnel, anybody that has an interest. This is recognised by the new initiative.

The Chair was hopeful to report significant progress at the next meeting of BSSMC, but was also prepared to voice the fact that there is not unanimity within this committee who believe we should move a stage further.

The IIMS rep recommended that the overall approach to examiners should be to encourage them to take ownership of the issue rather than be directed to take part. The Chair relayed the view of the Sub-group that the interventions should be regularised and related to published material; but it was agreed that the way the initiative is sold to examiners could be critical to its success.

93.3.4 The Chair reported that there was an examiner case review at the last meeting, heard by the BSSMC Executive Panel. The panel determined that the examiner had breached several Conditions of Registration in operating under a clear conflict of interests and had failed to correctly apply 12 BSS requirements. The examiner admitted all allegations and the full committee ratified the decision of the panel to a) suspend the examiner for six months, b) to require him to sign a written undertaking and c) to require him to go through a field assessment immediately following the six-month term of suspension.

93.3.5 The BSS Manager reported that the last BSSMC meeting had expressed a view sought from them in respect of two product recalls in February that the BSS had supported. BSS had supported manufacturers with their request for support and the committee agreed that the BSS should not become responsible for enforcing any recall unless a risk review determined otherwise. In providing this advice BSSMC made it clear that it was BSSAC who should guide them in respect of any necessary policy change here. There was a brief debate and then consensus that the policy position did not need to come back to committee for review at this point in time.

93.3.6 The BSS Manager reminded user group representatives of the current vacancy on BSSMC for a User Group Rep. BSSAC user group reps had been emailed in March to identify an individual. The aim is to have a rep in place by the time of the next BSSMC meeting on 15 December. The matter was left with user group reps to take forward outside of the meeting.

User Group  
reps

## 93.4 BSS hire boat requirements changes

93.4.1 The task for BSSAC members was to review the current proposed versions of the new hire boat Examination Checking Procedures (ECPs) as signed off by BSSTC and to provide agreement or otherwise comment.

The Chair pointed out that there are fourteen papers and that there had been a long gestation period. He said they were here as final drafts and suggested that unless there is a fundamental issue that each one should be accepted

Each paper was introduced in turn and accepted. The following queries or suggestions were recorded for presentation to BSSTC:

*Handholds [Doc F4, BSSAC # 93] – the last sentence of the 1<sup>st</sup> applicability and the last*

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Guidance for Owners should be deleted. BSSAC members considered that the attempt to be helpful concerning cabin roofs used for sunbathing, etc, was in fact not supportive of the Check and that reliance should be on the definition of 'Crew Area decks' as the places where hirers are permitted to walk or stand during normal operation. It was considered that training material can be used to add emphasis here.

*Tiller arm arc marking [Doc F5, BSSAC #93]* - the reference to 'narrowboat' may be perceived to exclude wide beam narrowboats. It was suggested that the 1<sup>st</sup> Applicability be amended to refer to 'narrowboat-style boats'. It was also suggested that the Check question, Checking actions and Requirements be similarly amended e.g. 'Identify the presence of a tiller on a narrowboat-style boat'

*Lifebuoys [Doc F6, BSSAC #93]* - the 2<sup>nd</sup> and 3<sup>rd</sup> bullets in the Requirements are the same and that the readily accessible element could reasonably be removed and sole reliance placed upon the location allowing quick and effective deployment. During the debate at BSSAC it was revealed that ISO standards are having the generic readily accessible clauses removed in favour of specific accessibility requirements.

### **93.5 BSS Examiner Development Strategy – project launch**

93.5.1 The BSS Manager introduced *Doc C1* launching the Examiner Development Strategy, intended to review and refine what we do, concerning the recruitment, training and assessment of new examiners, and in monitoring and re-training of existing examiners. As the stakeholder group, members will have a strong investment in the processes employed to ensure a consistent examining product.

It was explained that the initiative is being run by the new BSS Office team member and that this will be her most significant policy project of the first year. Members were invited to comment on the paper and contribute views at this early stage. Any views expressed can be used to ensure the BSS Office review can be as robust as it should be.

Members were invited to take the paper back to their organisations and for any initial views to be expressed within the next month.

All

### **93.6 Examiner 'Trusted Messenger' project update**

93.6.1 This item was dealt with earlier at 93.3.2

### **93.7 BSS Risk Management Process – continuous improvements**

93.7.1 The BSS Manager gave the verbal update, reporting that the joint BSSTC/AC sub-committee had met to take forward the BSS Risk Management Process refinements, with the BSSTC Chair chairing the meeting. Agreements included:

- a) tidying up terms to ensure clarity, consistency and flow;
- b) introducing a scoping stage whereby the type of risk issue and its level of priority is identified upfront;
- c) firming up the draft flow diagram to act both as a checklist and issue scaling tool for BSS Office/BSSTC;
- d) consider an enhanced role for fault-tree analysis assessments;
- e) developing a way of grading the review outcome to describe where the extent of risk – risk characterisation;
- f) delineating the outcomes between activity plans (i.e. engagement with partner organisations) and actions (i.e. new BSS requirements)
- g) clarifying the respective roles of BSSTC/AC/MC in the implementation, communication, monitoring and review stage. Identify what triggers review or a periodic review;
- h) planning to assess the overall approach against the latest standard;
- i) re-working the RRAP on CO alarms on private craft against the refined process, on next BSSTC agenda;
- j) running a gap analysis against the Broads Authority risk management process.

Members were asked if anyone would volunteer to fill the gap left by the NABO rep

leaving this committee. The BM1 rep indicated that he would be willing to support this work.

### **93.8 Plan to review/update the BSS Examiner Conditions of Registration**

93.8.1 The BSS Manager introduced *Doc D1 and D2* by saying this is another essential piece of review work and that whether or not we review the BSS Examiner Conditions of Registration is a decision for BSSMC. He said that *Doc D1* makes the case for review largely on the basis of legal advice coming through the CRT legal team. The BSS Office position is that updating is necessary to replace all references to 'BSS Certificates' with 'BSS Certifications' and other minor editorial improvements. He said that members may know of other reason to review the conditions and that member organisations should have early warning of a review in order that organisational views can be collected.

There was a debate about CRT's legal team view about the need to investigate the desirability to add controls concerning examiners convicted of serious criminal offences.

Members generally agreed that there was not much obviously wrong with the Conditions as they stand but were interested to see where the legal opinion ended up. Members were invited to consider any initial input into the review of the BSS Examiner Conditions of Registration within the next two months.

All

### **93.9 Report from BSSTC Chair**

93.9.1 In the BSSTC Chair's absence, the Chair introduce the report *Doc H1*. There was a brief debate about the coverage in the report about the Safe Isolation Procedure and why it has not yet progressed to BSSAC for agreement.

93.9.2 The BSS Manager said there was an action on this committee from the last BSSTC meeting for the BSSAC surveyor group reps to agree the nomination for the replacement Surveyor's Group Representative on BSSTC. Once endorsed the new person in role will contact BSSAC surveyor reps individually to work out how best to establish ongoing two-way communication. The nominated person was agreed in the role by the surveyor reps present and the BSS Manager said his endorsement will be made known to him

BSS Secretariat

### **93.10 Quarterly BSS Quality Management Activity Report**

93.10.1 The BSS Quality & Technical Manager reported a few of the highlights for his report, Doc I1.

- For this financial year BSS expenditure on projects and contractors is down by approximately £50K from the previous year because the BSS income from BSS Certifications is down due to the cyclical nature of this income stream.
- The planned Salesforce App for examiners will allow real time recording on the examination on the boat, whether it is on or offline. Development is bottom-up using examiners to help design it.

Asked about previous plans for a hand-held device for examiners to record examinations, the BSS Quality & Technical Manager confirmed that this aspiration is overtaken by the technology that allows any device with connectivity to be used. It will be a matter of choice for examiners.

It was reported that the planned committee website had stalled partly due to issues with a contractor and partly because the BSS Office wont present the facility until and unless they are fully confident about the facility allowing effective communication and interaction. The trialled off-the-shelf products have not matched our needs.

Asked about the planned LPG re-training of examiners it was reported that the contractor is appointed and at the moment the core competencies are agreed and are to be signed off by UKLPG. The same contractor will also deliver the course. The core competences and the training material will be trialled by a pilot group of examiners. E-learning will be used to some degree, mainly to impart material to do with the nature of LPG.

93.10.2 Asked about the target to reduce by 50% the number of examiners recoding no failed boats on Salesforce. The BSS Quality & Technical Manager said that there are about 36 examiners who consistently report no failures, which a) is statically not possible, b) skews the failure data per check and makes it more difficult for the BSS to manage risk.

The aim is to ensure all examiners carrying BSS Examinations record faults as per the Conditions of Registration, but it is recognised that the impact on the data accuracy of a few examiners not recording examination outcomes is not significant.

- 93.10.4 The YDSA rep raised examiner invoicing and requested improvements so that it is immediately obvious what has been paid against which certification issued. The BSS Quality & Technical Manager said that several different avenues to achieve a direct link between CRT's SAP system the Salesforce system have not delivered but that a further route is currently being explored and that this would lead to better invoicing information.

### **93.11 Report from the BSS Manager**

- 93.11.1 The BSS Manager introduced the quarterly incident and accident report, and highlighted the two tiller-related hire boat incidents, one of which came near to a drowning tragedy. He also emphasised the nine solid fuel stove incidents to date which equals last year's total and so more stove messages can be anticipated in time for the Autumn season.

- 93.11.2 The BSS Manager reported that the 'harmonised' standard BS EN ISO 9094, the small craft fire protection standard had been revised and that some successes could be reported. He said this was of critical importance if more safety is to be designed in at the time the boat is built:

- Requirements introducing protection from the radiated heat cooking appliances or solid fuel stoves had been added to the ISO and these matched what was in BS 8511, the UK's solid fuel stove installation standard.
- The need for smoke alarms for new boats had been introduced for the first time, recognising that fire detection is a key fire protection factor.

He went on to say that the committee would now expect the UK boat-building industry to take account of this new clause. It was stressed that the ISO standards are not mandatory, albeit builders are highly likely to apply harmonised standards.

The Chair said it was gratifying to be able to report that issues that started within this scheme and that are recognised and affecting what happens internationally.

### **93.12 Items for BSSMC**

- 93.12.1 No meeting of BSSMC is planned until December and so at this time of year an update is produced on activity.

### **93.13 Dates of the remaining 2016 BSSAC meetings, at Hatton**

- 93.13.1 Tuesday 15th November was noted as the date of the next meeting.

### **93.14 Any other business**

- 93.14.1 No items were recorded.