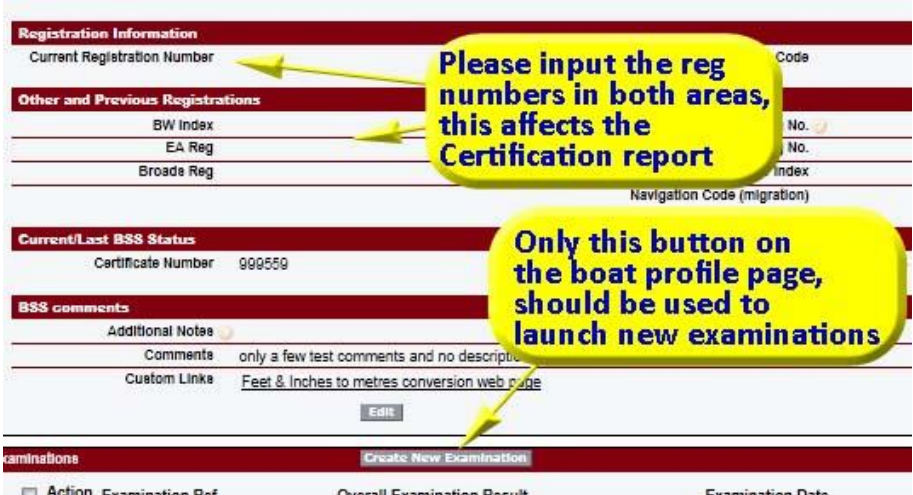
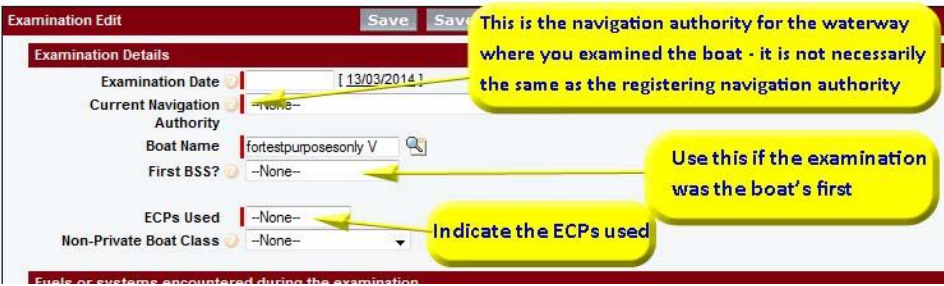
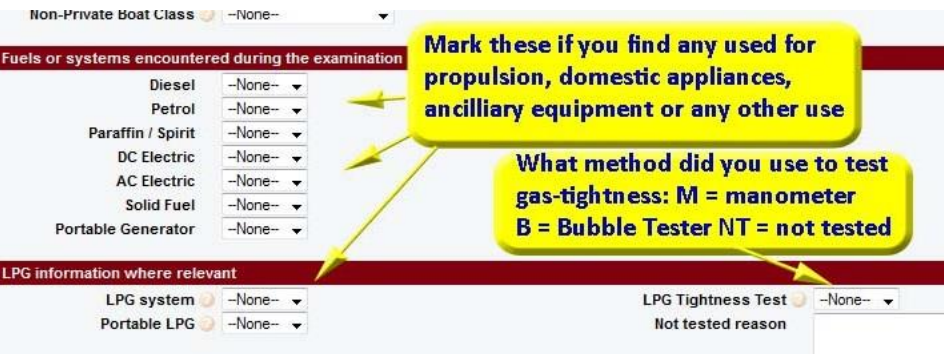


Notes	Screen-shots and pointers
<p>The only route to making a new examination report is to first find the intended boat, then use the Create New Examination button on the boat page.</p>	
<p>The Examination record</p> <p>Apart from the boat name which should be the registered name, all the other information on this page is about what the examiner found on the day</p> <p>NOTE – the navigation authority information on this page is about where the boat was examined. It may not be the same as registering authority, but the print out document will use the registered authority.</p> <p>It is the owner’s responsibility to inform the navigation authority if the boat has moved permanently</p>	
	

When the boat meets the navigation authorities' minimum requirements, a certificate is issued.

This means the examiner must present the Examination Report or Certificate to the owner.

You should agree with the owner whether he or she wants it, electronically or printed on paper.

Dating Certificates

Watch the default setting on the date. An automatic date of 4 years minus 1 day appears.

If the boat did not pass, delete the date that appears

If you are [forward dating](#) the certificate, please edit the date to the appropriate one

Now click 'Save'

If any items do not pass – requirements or advice (even when a certificate is issued), you must make a comment for all checks not passed

For private craft examinations, the numbers are exactly the same as in the 2013 ECPs including the checklist text (which automatically fill on saving). Just detail what, where and why the item didn't pass the check

For non-private craft (commercial, community, charity, charter, commerce, etc) all 2002 ECP check numbers are prefaced with a 'C', e.g. 2.6.7 (Visually and manually check seams of tank for any signs of material failure) becomes C2.6.7

The checklist text is adapted from the old Status Report Forms A-D

If the boat did not pass on first checking....
 Complete the report as above with all the not passed comments added. Save. Leave it alone apart from providing the details if required to the owner – see the last slide in this HTG.



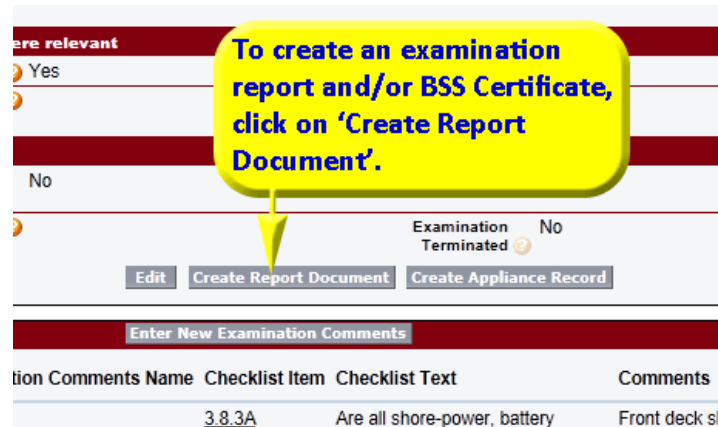
Now when on re-checking everything passes – even if it is on the same day and you did not even leave the boat – start again on the same boat page. Do not over-write or amend your ‘No’ result report.



And then create the ‘Yes’ or ‘Yes,but.....’ examination report.

The final product

To generate an electronic document to send to, or print out for your customer, click on Create Report Document’

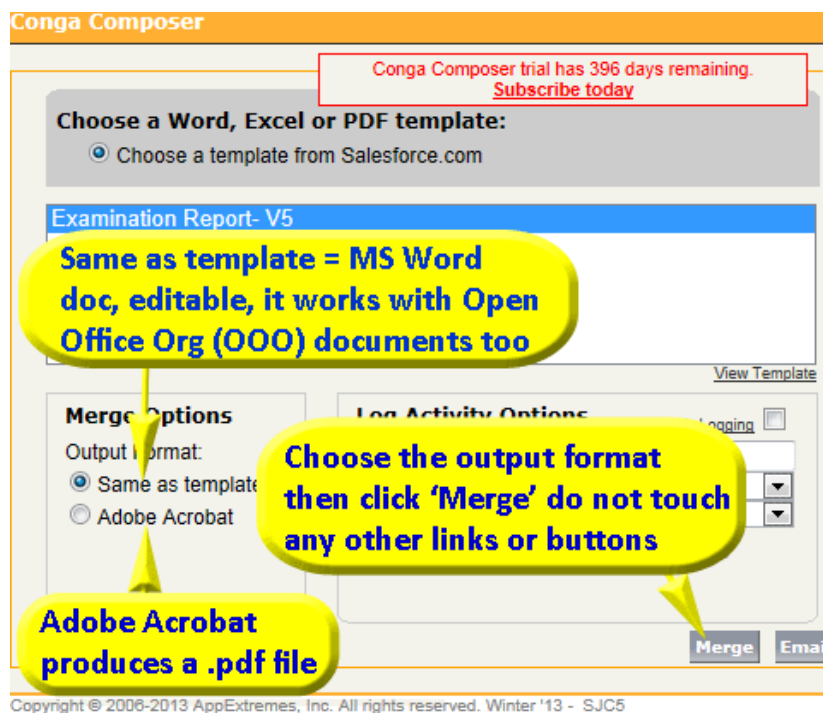


We have tested the file produced and it works with Microsoft Word (it is based on a MS Word template) and Open Office Org text, which is a free open source programme.

This is editable to add your scanned signature or your company logo inc contact details to replace your standard address information on the report.

Do not change any standard text or terms and conditions. These have been agreed with solicitors and the BSS committees and examiners do not have permission to make changes.

Alternatively the output can be an Adobe Acrobat pdf file. Unless you have special software, it is not editable



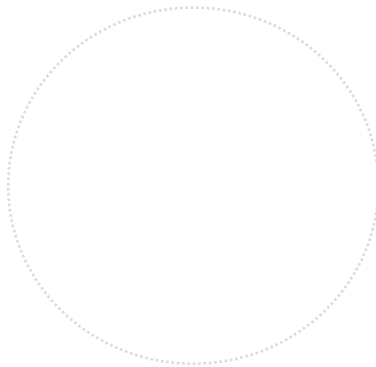
You can save the file to your computer, it can be printed, it can be emailed.

- ❑ IF YOU PRINT A COPY, IT MUST BE EMBOSSSED IN THE DOTTED LINE AREA TO THE LEFT OF THE BSS LOGO
- ❑ THE FILE ‘ABOUT THE BSS EXAMINATION AND BSS EXAMINATION REPORT’, THE TERMS & CONDITIONS, MUST BE GIVEN TO THE OWNER WITH EVERY ‘CERTIFICATE’.

A sample of the report follows. You can produce a report from the central database at any time.

Read How To Guide No. 3 if you wish to make an Appliance Record. Appliance records are launched from an examination page.

Alex Sample
 Middle Unit
 Middle Town Marina
 Middlestaithe Road
 Middle Town
 Middletownshire
 MD01 1MM
Tel: 01234 567890
Mob: 09870 654321
Email: middle.bss@middlemail.com



www.boatsafetyscheme.org

BSS Examination Report for: Examination-ER8558-13

Information from the checks by the above Examiner concerning the boat and systems detailed below

Signed: _____ PIN 997

Examined on: 09 May 2012

Boat details:

BSS Boat Ref: BSS-00001729

Name: Another Example

Category of checks: Private Boats

Nav. Auth: Middle Trust & Navigation

Reg./Index/Mark: 4040404040

The Examiner noted the following fuels or items on board this boat

Diesel fuel and/or system	Yes
Petrol fuel and/or system	
Portable Generator	
Electrical DC power	Yes
Electrical AC power	Yes

Solid fuel appliance and /or Solid fuel fired steam engine	Yes
Paraffin, kerosene or other fuel oil and/or system	
Portable LPG canister(s) and/or appliance(s)	
Installed LPG system	Yes
LPG Test method: (B=Bubble tester M=manometer NT=Not Tested)	M
If NT, this is why :	

Your boat has been examined by the BSS Examiner above against the category of checks relevant to the class of vessel indicated above. The BSS Examination is a way of verifying that your boat meets your navigation or harbour authority's minimum safety requirements. The requirements help reduce the risks of fire starting & spreading, explosions, pollution and carbon monoxide poisoning. Visit boatsafetyscheme.org for more information.

BSS Certificate

Did the boat meet all the applicable minimum safety requirements? –
Yes, but some advice checks did not pass

If yes, the BSS certification expiry date is: **08 May 2016**

Was a warning notice issued? **Yes** Was the examination terminated? **No**:

See examiner's comments for details, if 'Yes' is the answer in either field.

The full details of any checks that have not passed and why, are given in the examiner's comments section which is attached if relevant. Any check item that is marked with an 'R' (Required) must be addressed in order for the boat to pass

If a pass is reported, this document can be considered a receipt-style certificate. However, it is the entry of this information on the central BSS database, and not this examination report, that will be used by your boat licensing authority to confirm that your boat has passed its BSS examination.

A BSS examination is NOT a full condition survey of a vessel - to understand the scope of a BSS Examination and the nature of the Examination Report, please read the information attached or online at boatsafetyscheme.org.

Examiner's comments linked to Examination-8558 Boat name: Another Example

Examination Date: 09 May 2012 **Examiner:** Alex sample

Check Items marked as required (R) are linked to navigation authority requirements and must be addressed in order for the boat to pass.

Check Items marked (A) are advice. The boat owner bears the responsibility for the safety of the crew concerning advice items. These will not prevent a boat passing.

Comments marked as non-specific (NS) are observations from the examiner not linked to the BSS Examination Checking Procedures, but may still help to keep the crew safe if acted on.

Check Item Check Item Details

Further Details Of The Examiner's Observations And Findings

3.9.2A	Do all a.c. electrical circuits pass through a consumer unit?	No consumer unit was found, the AC circuit may not be protected
3.8.3A	Are all shore-power, battery charging, and other a.c. power source leads and connectors in good condition?	Shore lead outer insulation damaged 1m from female connector
3.8.3A	Are all shore-power, battery charging, and other a.c. power source leads and connectors in good condition?	Shore lead male connector grip is only gripping on inner cable strands and not the outer sheathing.