

Boat Safety Scheme
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Examiner's Website: www.boatsafetyscheme.org/professionals



27 February 2018

Ref: 18-003

BSS EXAMINER NEWS

Dear Examiner,

This is an important Examiner Newsletter covering the annual registration process and prepares you to take control to ensure a smooth registration process for 2018-19.

Headlines

And these are the headline topics and the list can be used as a check list:

- What are the fees and when to pay them
- Training commitment
- Check 'Current Details'
- Check membership and GSR claims
- 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.

Financial/Training matters

Registration increase this year

The registration fee is raised by £32.50 this year to £137.50 (inclusive of VAT). This is the first rise since 2014 but still well below the previous charge level of £152 that was in place from 2011 – 2014.

Everyone who is registered on time will be sent an invoice in April by email. Note that this invoice will not appear on the Salesforce invoice tab, so make sure you file the invoice with your own records.

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

LPG update training – in the Autumn

The long-awaited LPG update training will take place this coming Autumn. It is likely to take two days to complete. Further details will appear in the Spring.

The course is necessary to introduce a revised manometer LPG tightness test and a revised bubble leak tester procedure.

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 kudos 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 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

I understand that Michael Hall Associates Limited (MHA) have already sent 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 Keith at MHA with any block policy queries;

Keith Storrie, Michael Hall Associates Limited, Mason Chambers, Suite 420 Baltic Chambers 50 Wellington Street Glasgow G2 6HJ, Tel: 0141 248 8627, Mob: 07860 425032

Email: Keith.Storrie@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

Very early in 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, refresh the page, and find your 2018-19 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 BSS Examiner Conditions of Registration (CoR) for the duration of the registration. Note that it is intended that amended guidance associated with Clause 12.2 will be in place by 1 April, covering examiners co-operating with BSS investigations into alleged breaches of the CoR. [see BSS Examiner News 18-002].

To make it clear, you should understand that these agreements are made between yourself and Canal & River Trust acting in its capacity as administrator of the BSS Office.

Timings

Unless you have already told us that you intend to retire, the invitation to apply to register will arrive in a few days' time at the beginning of March.

Once you have it, please act as soon as possible to apply to renew your registration. The 2018 deadline is 8am (08:00) Monday 26 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 reregistered 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 authorised to carry out BSS examinations, or to issue BSS certifications.

This means that if you have not had confirmation of successful registration by Friday 30 March, you will lose access to the boat and examination database. You will not be able to issue any BSS certification and you 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 examination made whilst unauthorised may be removed 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 prearranged and agreed with the BSS Office.

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**