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BSS EXAMINER NEWS

Dear Examiner,

Help improve the future of examining, take part in the BSS Examiner Survey 2018

In the last newsletter we announced a confidential survey amongst all BSS Examiners to help us understand more about what you like about being a BSS Examiner and what you don't like so much.

Last Monday or Tuesday you should have received an email **to your public email address** from Richard at Morale Solutions, the company that we have asked to conduct the independent survey of the views of BSS Examiners. This email included a link to the survey.

The BSS Office also sent out an email advising examiners to watch out for the Morale Solutions email and explaining a bit more about how the survey will work.

Richard has had responses already which he has described as **"a pretty decent start"**. The more responses Morale Solutions gets, the more accurate the report will be.

So, it is in examiner's interest for everyone who can respond to take a moment out to put in their views. If you don't recall receiving the email from Morale Solutions, please check you check your spam or junk folder as it may have found its way there in error. Alternatively, you can follow this link to the survey <http://bit.ly/BSS-2018>.

Keep yourselves safe: - make sure BSS Database boat information is accurate & complete

There's been another two examples last month of boat owners using BSS certification information for 'another boat' to support a non-certificated craft. Here's how you protect yourself and the integrity of your work:

- make complete records on the day about the boat (and file them safely for six years)
- **fill in the full** boat details on BSS Database (Salesforce)
- If you can, take and upload a suitable photo of the boat (no humans, little sky, water or surplus vegetation, just the craft and keep the file size very modest, around 150kB is adequate).
- Check the accuracy of your input before moving on to record the examination
- Call Rob or Tracy if you find something suspicious or doesn't 'add up' in the database.

The bonus is that with full and accurate information we can also merge old records, or correct errors rapidly and easily when they come up.

Co-operating with BSS Office investigations – updated guidance

In newsletter 18-002 [\[link\]](#) we told you of a need to provide Examiners clear guidance about the expectations on examiners who are subject of an investigation under clause 12.2 of the BSS Examiner Conditions of Registration.

The BSS Advisory Committee agreed a minor change to the existing guidance covering examiner's co-operating with investigations. The change means that an Examiner in an investigation must agree in

advance with the BSS Manager, any circumstances that may delay the prompt information sharing and/or responses to questions.

It is recognised that if the Examiner is suffering a serious medical incapacity or is away on holiday or has pressing personal issues to deal with, the provision of information and responses could be delayed.

Any other reasons put forward in advance as to why prompt responses cannot be provided will be assessed on their merits but may not be accepted.

In the event the circumstances are not accepted as reasonable to support a delayed response, there is a risk the examiner's authorisation could be suspended.

The guidance supporting the BSS Examiner Conditions of Registration can be found [here](#) .

Invoice run slightly earlier in July

The invoice period for July will run from 26 June to 22 July. Invoicing will commence on 23 July, whereas normally we would start invoicing on the 26th of each month. The slightly shorter period is to accommodate BSS Team leave commitments.

The August invoice run will be at the usual time but cover the ended period back into July.

Bulk delivery of examination materials

This year the annual dispatch of examiner materials is planned for late-August, but you will be advised nearer the date when the delivery is about to go out and when to expect its arrival.

Like last year, you need to be engaged and interactive with the process and we will be sending you an email soon asking you to confirm our assessment of your needs or modify the quantities as per your personnel requirements going forward for the next 12/14 months.

In order to help ensure a smooth delivery, please today check your delivery details in the Courier Delivery section on the 'Current Details' tab on the BSS Database.

In the meantime, if you are getting very low on materials and can't wait for the bulk delivery please order supplies in the normal way via the 'Orders' tab on the BSS Database. No postage and packing charge will be applied for any interim orders.

Do you have training or teaching experience? Would you like to be a guru to new entrants?

We are looking for expressions of interest from BSS Examiners with teaching/training experience to participate in the re-vamped examiner training during the on-boat course elements. The role is not to teach material to the examiner candidates primarily. We need conductors at the field-craft training days who will follow a set approach and script to guide and observe very small groups of candidates as they apply what they have learnt, to a real boat for the first time. You would then contribute to the follow-up group discussions back in the classroom.

The commitment would be for a small number of days per year dependent upon the demand for courses. You would also need to agree to a training day to meet the others and learn the approach. We would hope to agree your normal daily rate for each day worked, and it is very likely that the activity would be covered by your normal examiner insurance cover.

If you are interested to find out more, please let me know by Wednesday 1 August (i.e. within 4 weeks).

Best regards,



Graham Watts, **BSS Manager**