



14 September 2021

Ref: 21-006

## BSS EXAMINER NEWS

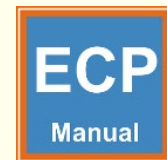
Dear Examiner

### Review version of the BSS Examination Checking Procedures

#### Introduction

During this year, Examiner news has been mentioning the review of the core BSS Examination Checking Procedures (ECP) and the forthcoming adoption of the new ECP this Autumn.

This week, you have, or will be receiving an uncontrolled interim review version of the ECP and the training module introducing the ECP has been released by The Bratton Group to you on the Examiner Community My Training tab. Our pass hint is, use the document: 'The Interim Review of the BSS Examination Checking Procedures – Every Change Explained'



**You will be using this new version ECP in the field from 28 September**, until then, it is available to help you with the training module and for your digestion and appreciation.

The ECP sets out how the BSS Requirements are to be applied during BSS Examinations on privately owned and privately managed vessels and the relevant checks of the Hire Boat Requirements 2017.

It is very important that everyone understands that no new technical standards or requirements are being introduced\*. Boats that comply on the 27 September 2021 will comply on 28 September 2021 and it is very important that BSS Examiners **do not** represent this revision as a 'change introducing new rules'.

Indeed, while there are a handful of slight relaxation of the BSS Requirements or the addition of further compliance options, the vast majority of changes are editorial or process changes that will help everyone's understanding and application of the BSS Checks, whether they are BSS Examiners, boat owners or members of the marine industry.

#### The Background – How it happened

The interim review task began in 2019 and the aims were limited to:

- a) ensuring that the published ECP support the consistent application of the Checks by BSS Examiners; **and**,
- b) ensuring that training can be effective to deliver an individual's understanding of BSS Checking actions, Requirements and Applicabilities, whether it is refresher training or for new-entrant Examiners training programme.

In assessing the need to make any interim changes, the following factors were taken into account:

- a) a review of the historic comments, Check-by Check, made by Examiners on the BSS Database. Comments can indicate the level of understanding of the application of the Check; **and**,
- b) previous recorded discussions at BSS Technical Committee meetings; **and**,

- c) a review of the technical enquiries received into the BSS Office or collected during BSS Examiner Field Assessments or the new entrant training programme; **and**,
- d) comments made by Examiners arising during formal investigations alleging poor application of BSS Checks and procedures; **and**,
- e) information, generally from the marine industry that a specific Check may appear to contravene the way that boats are being built to comply with the Recreational Craft Directive, or that may appear to conflict with a supporting ISO standard; and more recently,
- f) in a need to explain the checks to new entrants, the development of the new BSS Examiner Training Programme learning material also influenced the final changes.

Proposals were accepted or refined at BSS Technical Committee and involved members in a considerable amount of detailed work. A sub-group of BSS Advisory Committee subsequently considered each proposal for change against the following terms of reference:

- Does each proposed change make sense?
- Does each proposed change support the aim of the project as set out above?
- Can each proposed change be applied consistently in the field?
- Are there any unforeseen consequences associated with each proposed change?

## **The outline timetable**

### **w/c 13 Sept 2021**

Printed copies of the uncontrolled review of the ECP will start appearing at Examiner addresses.

This instruction email is distributed

Support web page goes live

Community help centre content goes live

New ECP online module is released to existing BSS Examiners including knowledge and an assessment against the key changes.

### **w/c 20 September 2021**

Distribution of 6 months' supply of the following:

- Private Boat (Core) Examination Record Form Pads (interim)
- Hire Boat Requirements Examination Record Form Pads (Interim – to HBR2017 authorised examiners)
- New Style Hazardous Boat Notification triplicate carbon copy pad and writing shield
- Package coversheet

Survey monkey response form for BSS Examiners goes live

Information for boat owners and trade is published

### **28 Sep 2021 – March 2022**

Review Version 2021 ECP and Appendices go live – not before.

If a boat has failed an examination

### **01 Dec 2021**

Review Submission Period closes (Survey Monkey Form Closed)

### **December 2021 – January 2022**

All review comments considered at BSS Committees.

### **February 2022**

Final version artwork, production and distribution preparations

## March / April 2022

BSSMC sign-off of the 'controlled document' version of the revised ECP from Spring 2022

Distribution of controlled version ECPs & Appendices

Bulk stationery 12-month stock distribution including final version of examination record forms.

### Further Information

By means of additional support, we are placing all the relevant documentation on the examiner support website here [www.boatsafetyscheme.org/professionals/examination/examination-guidance/bss-ecp-roll-out-sep21-mar22/](http://www.boatsafetyscheme.org/professionals/examination/examination-guidance/bss-ecp-roll-out-sep21-mar22/) :

- The Interim Review of the BSS Examination Checking Procedures – Every Change Explained  
The first seven pages of this documents is essential reading because they outline the review process adopted and explain the outcomes.
- Clean version of the improved BSS Examination Checking Procedures
- Clean version of the improved supporting information appendices to the ECP
- Core (Private Boat) Examination Record Form pad artwork
- Hire Boat Requirements Examination Record Form pad artwork incorporating the relevant core Checks
- New Warning Notice triplicate form

### Impact of the changes

The headlines are that:

- several technical changes involving a slight relaxation of the BSS Requirements or the addition of further compliance options; and,
- a large number of purely editorial changes, to help everyone's understanding of the BSS Checks aiding greater consistency by BSS Examiners and increased compliance by boat owners and assisting the marine trade with understanding of the requirements.
  - Splitting of Checks
  - Merging of Checks
  - Swapping some Check numbers
  - Editing of check text, checking actions, requirements, and appendices
- An expansion of supporting information in the BSS ECP Appendices from 18 to 78 pages covering processes, procedures and the BSS Checks
- Deletion of a small number of checks
- \*one additional feature as part of BSS Requirement affecting a very small number of trail-boats (Wilderness Boats) with LPG fridges - Check 8.2.2; owners are being contacted directly via the owners association

There are however a considerable number of significant editorial changes, some involving an equal number of Check number deletions and Check number additions, and many others changing the nature of the previously published.

It follows that BSS Examiners will need a keen understanding of the key changes before the launch date of the revised Checks. This is to ensure that the improved Checks are applied consistently.

It is predicted that the improvements will have a very positive impact on the level of consistency of the application of the Checks by existing BSS Examiners, and will significantly improve the uptake of knowledge and understanding of new-entrant Examiners going through initial training and assessment.

It is not intended that there will be any formal public consultation, because apart from the new checking action and required documentation for ignition protected LPG Fridges on petrol-engined boats (around 70 nationally), **there are no new requirements.**

## Feedback

While there have been several levels of checking and reviews to get the documents to this stage, with such a complicated process it is almost inevitable that some errors have crept in.

So we appreciate just how eagle-eyed some examiners are and therefore just before the consultation version of these revised Examination Checking procedure goes live, we will open a Survey Monkey feedback form intended for identifying typos, grammar errors, slips and inconsistencies.

## Support

The Bratton Group are able to support you in regard to undertaking the training module. The TBG number is: 07858 522374 and the correct address: [bsscourses@thebrattongroup.co.uk](mailto:bsscourses@thebrattongroup.co.uk)

Please note that if you email the BSS Office ([BSS.Office@boatsafetyscheme.org](mailto:BSS.Office@boatsafetyscheme.org)) about training it may delay TBG getting the message. All queries regarding the training modules are redirected straight to TBG

If you have any queries about applying the Checks, Graham Forbes, David Fuller, Dave Washer and some other key players are lined up to help.

If you have any queries about documentation or the database, Rob McLean is the best person. Sadly we have lost Izy to the Canal & River Trust where she is now out and about looking after some of the Trust's volunteers. This temporary staff shortage means there could be some small delays in dealing with documentation and database queries.

## Re-examinations

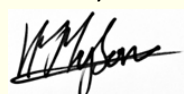
If you need to re-examine a boat originally found to be non-compliant using the 2015 version of the ECPs and it is within 3-months of the original examination, apply the conditions [set out in the re-examination guidance](#), but the examination can be limited to those items as described by the condition in the policy including those you originally decided were not verified, or not compliant. i.e. within the scope of the 3-month examination you do not need to undertake a whole new examination of the boat solely because we have changed the ECP between then and now.

**However, the re-examination should use the new ECP [2021].**

Please read the other information and complete your learning module as soon as soon as possible. But if you have any questions, please use the support facilities mentioned above.

Kind regards and stay safe

Kevin Tyson



BSS Manager