

Boat Safety Scheme
c/o Canal & River Trust Registered office:
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BSS EXAMINER NEWS

Dear Examiner

The topic covered in this newsletter are: -

- COVID-19 rule changes
- The new online Appliance Data Tool
- Examiner Registration and Authorisation subjects – smoother application tips

COVID-19 advice

While the legal framework has changed in various ways across the UK, the government's official advice continues to be based on these three principles

- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in enclosed spaces
- [Get tested](#) if you have COVID-19 symptoms, and stay at home if positive

We adjusted the [COVID-19 advice for examiners](#) and customer again on 24 February based on the Government advice: [Coronavirus: how to stay safe and help prevent the spread](#)

As always please follow advice on the Gov.UK, Scottish and Welsh government websites.

Appliance Data and Ventilation Information

The Appliance Ventilation chart due to errors: It has come to the attention of the BSS Office that the 'appliance-ventilation-ID-v1-jan-19' PDF on the BSS website has some errors and should not be relied on. Any down-loaded copies should be destroyed.

To replace that basic tool, we have created a new facility called 'Appliance Data' on the BSS database. This tool with more features will be appearing within the next day or two.

So now when you login you will see a new tab that has all the usual information you need for appliances of kW ratings and ventilation area, all have been checked.

In the last newsletter we asked any queries about appliances or images to support the appliance data. We have already had a good response. To that end, we are building up a library of images so there will be a picture on the record to help examiners recognise appliances where labels may be missing.

If you have any queries, images and/or kW rating knowledge for our records, please email Peter Twomey by email via bss.office@boatsafetyscheme.org and put Appliance Data in the subject line.

Moreover, we are also attaching copies of user manuals where we can source them. These may give additional useful manufacturer installation information.

Appliance data pages also have indicators as to whether the data is unconfirmed or that the power rating is estimated.

There is also an Action field that has a specific action the examiner should take with this appliance such as 'The appliance requires a spillage test.'

The data page may also contain some helpful notes on the power rating or other matters.

There are standard lists on the tab for the various appliances and you can also search the database by keying in the brand, model or the BSS reference (e.g. AppData#00169) into the search bar.

Matters influencing BSS Examiner Annual Registration - be prepared

The annual registration application form will be released on or before Friday 18 March here's a list of pointers to be aware of so you to prepare for a smooth application and registration process. If you are not registered, you are not a BSS Examiner.

Training update (registration dependent)

Congratulations to everyone getting through their training modules – that is just about everyone. Some of you are storming through them as quickly as they are released, which is really impressive. However, a few Examiners are struggling to keep up.

We cannot allow anyone behind schedule to be registered in April, so if you are struggling to get these done, please contact The Bratton Group straight away. You need to talk about what the issues are, and about making a plan for a successful and timely completion. We want to help if we can.

So for the avoidance of doubt this is the list you must have completed to have a registration application accepted. We will hold back accepting any application where this list is not completed.

- ECP Update September 2021 (Introducing the Revised Interim ECP)
- Core Electric Knowledge
- 1a Professional Practice (Core ECP Knowledge and Use)
- 1b Professional Practice (Recording BSS Examinations)
- Part 5 Knowledge & Assessment
- Part 6 Knowledge & Assessment
- Part 7 Knowledge & Assessment
- Part 8a (Fixed Ventilation Mini Module)

By holding back an application until the conditions are met means that if this goes beyond 31 March, you cannot undertake BSS Examinations or represent yourself as a BSS Examiner until your registration application has been approved.

Registration and Certification Prices for 2022-23

The annual registration fee will be £200 plus VAT for the year 1 April 2022 - 31 March 2023
BSS Certification prices will be £48 plus VAT.

Let us know if you are not registering for 2022-23

If you have decided not to re-register, and if you have not already done so, please let me or Tracy know as soon as possible. It would be good to know the reasons for your decision.

Check Your Insurance Cover and Keep Us Informed!

Are your insurance details on your 'Current Details' page accurate – i.e. the type of insurance, name of provider and the expiry date.

If you don't have a policy in place and the details are logged in your details on the website, we cannot accept your application. Your insurer may not tell us automatically, so you need to take responsibility.

BSS Block Policy PI and PL insurances

The block policy previously offered via Michael Hall Associates Ltd will not be continuing as the existing underwriters Axa/XL are unable to provide a renewal facility.

The two remaining block policy providers who can offer Professional Indemnity and Public Liability insurance that are known and accepted as meeting the necessary standards of the BSS are: -

Mercia Underwriting Solutions Ltd trading as Mercia Marine – Contact: Oliver Yates Phone: 01684 218406 Email: oliver.yates@merciamarine.co.uk

Winter & Co (Marine) – Phone: 01255 831111 Email: info@winterandcomarine.com

We recommend you make contact with one or both as soon as possible to obtain terms for the forthcoming period.

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.

As you should have noted above, 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. Furthermore, that individual's continued authorisation may be at risk.

Other things to do immediately to support a smooth registration

Your current file photo will be used for your new identity card and BSS website. Yours can be viewed on your personal details page on Salesforce. Does your image reflect what you see in the mirror; i.e. would your customer recognise you from the website? Is it clear and current (under a decade old)?

If you wish to change your photo on your ID card and website, it can be done now. Send us a digital image of not more than 150kb size by 18 March.

The specification is: head and shoulders only, pin-sharp focus; plain background. It must not appear too dark, too bright or washed out. A photo/ID card replacement at any other time outside of the re-registration period will have to be charged at £7.75 (+VAT) to cover card/administration/postage.

Check your current details

Check the BSS database and make sure that your details on your 'Current Details' page are all complete and up to date. Are the postal addresses, your phone numbers, your 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/City 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 city, town, or village. This is tool for the benefit of and service to boat owners. It is not a BSS Examiner marketing tool; therefore we reserve the right to amend details that do not appear to be a town name, or that appear to be nonsense, inaccurate or misleading (including blank fields).

Accurate courier and private contact details are essential. We outsource the mailing of stationery and if the information you provide is incorrect it either bounces straight back to that company's depot causing a delay in your getting your material, or the items may go missing completely. Whichever, it adds to the Schemes costs and everyone's frustration.

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? We have added a GS registration expiry date to help us to help you as it is important for examiners not to claim to be Gas Safe registered if their registration is lapsed and/or not specifically including LPG and boats, as there are legal implications if the facts are untrue.

We will be checking your claims before accepting applications

Making your online application

When you receive the invitation, follow its instructions to go to the Registrations Tab on Salesforce, refresh the page, and find your 2022-23 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 for the duration of the registration. To view them click [here](#)

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.

Once you have it, please act as soon as possible to apply to renew your registration. The 2022 deadline is 17:00 on Wednesday 31 March. Anyone not registered by Thursday 1 April will be suspended. (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 2 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 registered for 2022-23 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 considered to be a BSS Examiner or to represent yourself as a BSS Examiner. Anyone removed from the 'Authorised list cannot carry out BSS examinations, or to issue BSS certifications.

This means that if you have not had confirmation of successful registration by 5pm Wednesday 31 March, the following will happen:

- Your access to the BSS database will be restricted to invoices and registration document only,
- You will not be able to record BSS Examinations and issue any BSS certifications, and
- You must cancel or postpone any BSS examination bookings until you have confirmation of your registration,
- Your listing is removed from the BSS website.

Any BSS examination made whilst unauthorised may be voided and the circumstances investigated as a potential breach of the Conditions of Registration.

Please remember unless the delay is prearranged and agreed with the BSS Office, 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.

So please let us know if you are unable to meet the deadline for any reason.

Please look out for the registration application email and if you haven't seen it by 19 March, please check your email junk mail/ spam filters and if it is not there, please contact us asap.

Best regards and keep safe,

A handwritten signature in black ink, appearing to read 'K. Tyson', with a long horizontal stroke extending to the right.

Kevin Tyson

BSS Manager