



**BSS Management Committee – Confirmed Notes**

**BSSMC #105, 13 DECEMBER 2021 - ZOOM CONFERENCE**

**Present:**

**BSSMC Exec**

Chair  
 BSS Manager  
 Canal & River Trust Representative  
 Environment Agency Representative -  
 Association of Inland Navigation Authorities

**Other**

BSS Business & Technical Manager  
 BSS Communications Manager  
 BSS Operations Support Executive  
 Notes writer

**BSSMC Non-Exec**

BSSTC Chair  
 Examiner Body Representative  
 Marine Trade Representative  
 User Group Representative

**Apologies**

BSSAC Chair  
 BSS Support Executive  
 Broads Authority

**Actions Agreed:**

Item	Action	By Whom
105.2.1 (103.5.1)	Review the quantity of examiners that would be in a position at the next training to complete non-private. Not actioned. Action for BSS, not BSSTC Chair	BSS Management Team
105.2.1 (103.9.1)	Circulate the reports and press release to all committee members from the MAIB report into the CO deaths – double fatality.	BSS Comms Manager
105.4.5	AINA working group brief on non-private boats requirements review. Final version back to the BSS before Christmas.	AINA Representative
105.4.6	Marine Trade Representative to forward information to AINA Representative from MCA	Marine Trade Representative
105.5.1	A request to update BSSMC and BSSTC terms of reference.	BSSAC Chair /Committee and BSSTC Chair
105.6.3	ECP Review documentation. By early next week.	BSS Comms Manager
105.6.3	Proactive communication regarding feedback from Boaters and boat clubs in regards near misses. To be ongoing.	BSS Comms Manager
105.6.17	In depth research through the BSSAC with findings and look at risk regarding frequency of Boat Safety Scheme Certificate.	BSS Manager/ BSSAC
105.8.2	Request from BSSMC Chair for commitment from all to support BSS Manager on reporting information about accidents to drive improvements.	ALL

## Notes of Meeting:

### 105.1 Introductions & Apologies

105.1.1 BSSMC Chair, the new Chair asked for any objections regarding action logs and notes rather than minutes - no objections. Apologies from BSSAC Chair

The exec group met prior to this session.

### 105.2 Notes of the last meeting and matters arising not otherwise taken on the agenda – [Doc H1, BSSMC #103, previously sent]

105.2.1 **103.5.1 Review the quantity of examiners that would be in a position at the next training to complete non-private.** Not actioned. Action for BSS, not BSSTC Chair

**103.9.1 Highlight the importance to boaters of the requirement to have a carbon monoxide alarm all of the time through comms.** BSS Manager advised ongoing.

**103.9.1. Circulate the reports and press release to all committee members from the MAIB report into the CO deaths – double fatality. (BSS Communications Manager)**

### 105.3 Report of the Executive Members pre-meeting

105.3.1 The Chair advised that the BBS Executive has reviewed the finance and report income and expenditure are in accordance with the business plan. Increases in examiner registration and certificate prices for 2022 will come into place in April. Obviously, with the continuing Covid 19 situation income will be subject to change, the situation and potential impact is being monitored.

### 105.4 Report from the Chair of the BSS Technical Committee [Doc C1, BSSMC #105]

105.4.1 BSSTC members have received an update concerning the ECP review.

105.4.2 Interim Diesel heater issues report may lead to a Risk Review and Assessment Paper. No ECP changes expected at this time.

105.4.3 Smoke alarms likely to be passed to BSSMC in March 2022 for active consultation. Recommending a new requirement for smoke alarms on all boats with accommodation.

105.4.4 In 2022 the BSS Office will focus on snagging review list where changes in ECP's.

105.4.5 The AINA Representative advised update from the AINA working group considered the brief non private boats requirements review and produced a draft report to BSS Support Executive. It is being amended and final version back to the BSS before Christmas. One or two recommendations and annexed to report a draft matrix of types of craft and summary of existing regulations with a gap analysis. It will be for the BSSTC to consider along with trade representation from British Marine, to determine the risk and legality of what standards should exist. Principal finding is the absence concerning tenanted boats and no defined way of separating long term, short term or overnight lets. The AINA working group recommend the standard to be developed under BSS hire boat requirements once the report has been produced.

105.4.6 The Marine Trade Representative offered support and asked have we engaged the MCA yet? The AINA representative confirmed they have been engaged with a staff member from MCA. The Marine Trade Representative to forward information to the AINA Representative from MCA.

105.4.7 BSSTC Chair requested project plan and principles be considered, requesting a clear step-by-step approach.

- 105.4.8 Examiner Body Representative stated what the AIAN Representative described were workboats and the need for the BSS to deal with those. Re non-private boats category, an ECP exists. Need a process to decide what resides where.
- 105.4.9 Marine Trade Representative advised the laws are there. MCA has requirements for all non-leisure vessels on waterways. Does that meet the requirement of the navigation authorities' risks?
- 105.4.10 BSS Manager stated there will be a range of instruments around the letting and sub-letting issue.
- 105.4.11 AINA Representative need to be consistent and a level playing field.
- 105.4.12 BSS Communications Manager expectation management, needs good consistent messaging.
- 105.4.13 AINA Representative wanted to note a thank you for the Business Boating Manager (North) from the Trust for his input

#### **105.5 Report from the Chair of the BSS Advisory Committee [Doc D1, BSSMC #105]**

- 105.5.1 The Chair spoke on behalf of BSSAC Chair. The BSSAC have tidied their Terms of Reference and have offered to do the same for BSSTC and BSSMC. A request to update BSSMC and BSSTC terms of reference.

#### **105.6 Report from the BSS Manager - delivered as a presentation**

- 105.6.1 Down on number of recorded incidents. Lots of unknown information. Less information due to loss of staff member and the lack of information from navigation authority representatives.
- 105.6.2 BSSTC Chair stated difficult to pinpoint source of electrical fires. Need to drive down the unknown/inconclusive data.
- 105.6.3 User Group Representative asked are we missing a trick by not engaging boaters and boat clubs re near misses. The Chair agreed we need to encourage more feedback from source.
- 105.6.3 Marine Trade Representative previously requested non fire historic data to identify trends. He advised British Marine Boatbuilding Representative from AC raised the difficulty in obtaining data. BSS Manager advised this will be more in depth going forward with the new data analysis resource.
- 105.6.4 The Chair stated ECP review culmination of 5 years' work. A real achievement and congratulated all involved.
- 105.6.5 New examiner training. BSS Manager stated fantastic achievement by the office, examiners, consultants, and contractors etc.
- 105.6.6 User Group Representative asked is there a common theme to why 12 examiners failed to complete the new examiner training. BSS Manager advised mixed, due to personal issues, pandemic and being overwhelmed by the amount work involved.
- 105.6.7 Marine Trade Representative Is this number of new examiners in line with the scheme needs and objectives, especially considering the age of the examiners. BSS Manager advised we tend to lose 10% of examiners each year. We have recognised this and where the gaps are geographically and looked to fill those spaces accordingly.
- 105.6.8 Existing examiner training programme developed to be aligned with the new examiner programme. On track for late Summer 2022.

- 105.6.9 BSSTC Chair asked what the timescale is to complete for the existing examiners. BSS Manager advised 50 hours approximately.
- 105.6.10 Quality control audit programme. BSS Manager advised previous actions agreed, each examiner to be audited at least once a year. 3 independent assessors are now in place to aid delivery.
- 105.6.11 BSS Manager asked for consideration around the length of frequency of the BSS currently every 4 years. Is it right? As we need to maintain standards can we consider a bi-annual certificate to reduce complaints. The Chair spoke to clarify the views requested from the committee: against a backdrop of the changing use of the waterways is the current frequency of examinations sufficient for boat safety and protecting the navigation authorities or what are other alternatives.
- 105.6.12 User Group Representative stated we need evidence to support this. Also we should consider if certificates should expire upon change of ownership. BSS Manager stated this will be done during the same timeframe.
- 105.6.13 Marine Trade Representative spoke of the identification of risk. Is there a risk there? No significant growth in incidents. Cannot see the justification in the numbers.
- 105.6.14 BSSTC Chair this would require extensive justification and go to consultation. The data was not there a few years ago to support this. The navigation authorities can request a BSSC on change of ownership.
- 105.6.15 Examiner Body Representative stated that a big problem is boats being used by tenants. The control measure is the licence, in this case a commercial licence. Could introduce an annual certificate for this class of boat for gas safety. Where are the resources coming from? May lead to less care if examinations become annual.
- 105.6.16 BSSTC Chair suggested not more than 2 certificates by any one examiner.
- 105.6.17 BSS Manager thanked the committee for the good debate. We will look at in depth research through the BSSAC with findings and look at risk more holistically than in the past.
- 105.6.18 BSS Manager welcomed two new starters to the BSS office. Quality Assurance Support and Customer Service Officer.

**105.7 Proposed dates of BSSMC meetings in 2022 – 15 March (#106) and 13 December (#108)**

(Meeting #107 will be held by way of reports towards the end of July 2022) No objections.

**105.8 Any other urgent business**

**105.8.1** User Group Representative requested can the slides be made available from this meeting. BSS Communications Manager stated they will be circulated with the minutes from the meeting.

**105.8.2** The Chair observations: BSS relies on the capability of the examiners, robust ECP, assurance and, reliable accurate and complete information about incidents and near misses. Assured of good progress by the BSS Manager and the BSS team. Culmination of 5-year work on provision from ECP. The chair thanked BSSTC Chair and group on the BSSTC. Area of concern is that the scheme is only as good as the information provided. Request for commitment from all to support BSS Manager on reporting information about accidents to drive improvements.