



## BSS Advisory Committee – Confirmed Notes

### BSSAC #110, TUESDAY 28 JUNE 2022 - ZOOM CONFERENCE

#### Present:

Chair  
BSS Manager  
BSSTC Chair  
BSS Support Exec & Secretariat

#### Navigation Authority reps:

Canal & River Trust  
AINA

#### Guest

BSS Business & Tech Manager  
BSS Communications Manager

#### Marine Trade reps:

BM3 - British Marine Boatbuilding

#### Examiner Body reps:

ABSSE  
YDSA  
IIMS

#### Apologies:

EA –  
Broads Authority  
BM1 – British Marine Executive Interests  
RYA Executive Interests  
TBA  
BSS Customer Service Officer

#### Boat User Group reps:

RBOA  
IWA  
NABO  
AWCC

#### Vacancy:

BM2 - British Marine Hire Boats

#### **110.1 Apologies and introductions**

110.1.1 Apologies as noted above.

Introductions: The Chair welcomed new members, the YDSA Rep and the IIMS Rep. The new RYA Rep was absent and will be welcomed at the next meeting.

#### **110.2 Notes of last meeting and matters arising (not otherwise covered at the meeting)**

110.2.1 Members confirmed the previous meeting notes as accurate.

110.2.2 *Matters arising* –

*Hire Boat Code (HBC) enforcement.* Update from AINA representative. AINA's Hire Boat Working Group are still considering what HBC compliance/enforcement should look like. It is envisaged that an AINA 'good practice note' will be finalised by the autumn.

The Canal & River Trust Rep said that he would request an update concerning the Trust's deliberations.

*Late BSSAC meeting papers.* The IWA Rep raised the late issue of meeting papers.

The Chair said that he had expected that the papers would have been sent earlier, but once it became clear that there was a choice between late arrival of the papers and postponing the meeting, he took the decision to allow the late delivery.

The BSS Office had explained that the delay was due to staff shortages/priorities over the meeting preparation period and had apologised for the late delivery.

### **110.3 To note actions from the last BSSMC meeting**

110.3.1 BSSMC met on 19 May 2022. The Chair reported on items i) and ii) below and said these will come back to BSSAC in due course. Agenda item 6 also touches on these items.

- i) AINA provided a scoping document concerning the BSS task to update the non-private boat BSS requirements. The scoping document is now with BSSTC.
- ii) The published MAIB report concerning the hirer fatality aboard Diamond Emblem II. The recommendations have implications for the BSS Requirements affecting hire boats having dual helm controls. The report was received by BSSMC and referred to BSSTC to consider the implications.
- iii) At agenda item 7, the BSSTC Chair referred to the open letter sent to the Trust's Chief Executive from a grouping of new/existing and ex-examiners advocating that all BSS 'Advice Checks' should become Mandatory BSS Requirements. The BSS Manager reported that the letter was discussed by the BSSMC Exec and that that legal teams at the Agency and Trust had been asked by the respective BSSMC Exec reps to assess whether there had been any external legal changes that could affect the duties of the navigation authorities concerning 1<sup>st</sup> party boat-related risks.

### **110.4 Overview of responses to the public consultation re the ECP interim review**

110.4.1 The BSS Support Executive referring the report distributed said that the overall response to the public consultation on the changes to the BSS Examination Checking Procedures (ECP) was limited despite efforts to publicise the opportunity to provide views. The vast majority responses received were supportive of the proposals. The BSS Office had concluded that response reflected the limited impact of the two enhanced requirements and the compelling arguments in favour of them.

The consultation had also allowed an opportunity to draw attention to the 20 relaxations to the BSS ECP and the lack of negative consultation comments concerning these is taken as support for the proposals.

The BSS Support Executive said that the report of the responses will be published on the BSS website and that the full document explaining each change will remain on the website. He said that two responses containing queries specific to individual boat owners would be answered directly with those owners.

Action 1 - BSSO

Action 2 - BSSO

The Chair requested any questions or comments. The IWA rep, although agreeing with the changes, repeated previous comments concerning the possibility that boats that had passed previously may now fail as a result of the added clarity and that owners may not understand the reasons.

Members unanimously agreed with the Chair's proposal to accept that the process is now complete and that the final version of the revised BSS Examination Checking Procedures document now passes to the BSSMC for ratification.

Action 3 - BSSO

## **110.5 BSS Examiner Conditions of Registration (CoR) and wider scope of BSS Examinations – reviewing any necessity for changes?**

110.5.1 The Chair reminded members of the discussion at the last BSSAC meeting on the need to identify any necessary amends to CoR and whether wider consideration should be given to aspects aligned with moving the Scheme forward, especially concerning the viability of attracting new-entrant BSS Examiners.

The initial plan was to form a small representative working group to look at the subject but it became clear that the scope was potentially very wide and further direction from BSSMC was required. The Chair, referred to the added clarity achieved at the last BSSMC meeting to, in the first instance, take into account all suggestions for change and identify those that merit closer scrutiny and those that should be ruled out for further consideration.

It is planned that BSSAC initial recommendations for inclusion and exclusion would be provided to BSSMC for their December meeting. Ultimately, any necessary amends to the CoR could then be developed that support the direction of the Scheme and how Examiners would operate in the future.

There would be a need to form the small representative group and the Chair said that the project is long term in that once that any potential changes that warrant closer consideration had been identified, then there would need to undertake data gathering, risk-review and consistency-checks and this activity may take 12-18 months to complete.

The AWCC rep asked if items for consideration would include those referred to at the last meeting, such as limiting the number of times an Examiner could examine the same boat and a new BSS Certification upon change of boat ownership. The Chair said that anything that has been raised in the past can be looked at. The AWCC rep was concerned that any changes should be grounded on enhanced boater safety and not on supporting the business case of Examiners. The Chair agreed that inappropriate potential changes would be ruled out and emphasised that BSS examining was becoming less viable to those the Scheme is keen to attract to become Examiners and the need was to ensure that any changes are consistent with how we see the Scheme progressing in the next 10 years.

The Chair invited members to consider their interest to participate in the working group which would comprise of one representative from each of the following groupings, the navigation authority reps, user reps, British Marine reps, Examiner reps. The working group would also include the BSSTC Chair, a member of the secretariat and the BSSAC Chair chairing.

The Chair envisaged a series of virtual meetings starting from September.

The Chair requested nominations within the next two weeks, taken to be by Friday 15 July.

Action 4 - All

## **110.6 Report from BSSTC Chair**

110.6.1 The BSSTC Chair referring to his report said that the recent BSSTC meeting was an attended one.

110.6.2 BSSTC work concerning the Interim ECP Review is now concluded.

110.6.3 A refresher training package covering committee member involvement in the BSS Risk Management Process is supported and should include BSSAC members.

- 110.6.4 The BSSTC Terms of Reference has been slightly revised with the help of the BSSAC Chair. The revised version has been ratified at BSSMC at their recent meeting.
- 110.6.5 The AINA scoping document concerning the BSS task to update the non-private boat requirements is with BSSTC. The next step requires a planning meeting between the committee Chairs and BSS Office to map out the work package.
- 110.6.6 Diamond Emblem II recommendations. The need is to develop the Risk Review and Assessment Paper (RRAP) to bring the subject within BSS processes. A meeting with the Office is needed move the task forward.
- 110.6.7 Referring to Appendix A of his report identifying the top ten BSS faults found. He said that the trends could be addressed by way of a media campaign targeting the list. He noted that CO alarms featured in the top ten list and predicted that smoke alarms if/when introduced as a BSS Requirement would also likely enter the list and so to do nothing would result in more failures.

**110.7 Smoke alarm – Risk Review and Assessment Paper (RRAP)**

- 110.7.1 BSS Business & Tech Manager apologised for the short notice of the paper but said that the principle of introducing a BSS Requirement for smoke alarms on boats already had widespread support from stakeholder and partner organisations. In view of the short notice, members were requested to provide any further and detailed comments on the paper within two weeks, taken to be by Friday 15 July. Action 5 – All
- 110.7.2 He said that paper included an emphasis on anecdotes supporting the addressing of 3<sup>rd</sup> party risks including passers-by reacting to smoke alarms activated on boats. He said that the proposed ECP checks have been developed to mirror the approach adopted concerning CO alarms.
- 110.7.3 The Chair identified a lack of consistency in the paper in that it referred to ‘accommodation spaces’ and then further on to ‘overnight accommodation spaces’. This lack of clarity will be addressed.
- 110.7.4 The NABO rep asked for clarity concerning the number of smoke alarms required. It was clarified that 10m measurement is from the alarm to the door that links accommodation spaces. As for the BSS CO alarm check, guidance for owners will inform owners that the BSS Requirement is a minimum safety requirement and that those with hearing difficulties may need additional or specialist alarms. The BSS Communications Manager said that a diagram illustrating the measurement points was developed for the BSS CO alarm requirement and this could be modified and promoted for any new BSS smoke alarm requirement.
- 110.7.5 The IWA rep asked about any need for smoke detectors to be installed in petrol engine spaces because these are enclosed spaces.
- 110.7.6 The Chair summarised that the paper is being offered to members to endorse recommendations at Section 7, sub-sections a) and b). Notwithstanding that any further and detailed comments from members will follow, and that there was at least one discrepancy in the paper to address, there was full member consensus to endorse the recommendations to BSSMC and for the public consultation to go ahead before year-end. Action 6 - BSSO
- 110.7.7 The AWCC rep commented concerning the apparent higher proportion of smoke alarm ownership on boats whose owners belong to user associations.

## 110.8 Report from the BSS Office

### 110.8.1 *BSS Manager's Report*–

110.8.2 *Top-ten failed Check Items on all Examinations* - Referring to his report and building on the discussion at agenda item 6, the BSS Manager identified that the top-ten faults list featured some items that were relatively simple to address and relied on boat owner behavioural change to ensure continued BSS compliance. It was planned to address these faults by way of a co-ordinated education campaign.

User and navigational authority reps were keen to support this initiative using their respective organisational communication methods. The BSS Communications Manager talked of the planned tool open for Examiners to use with boat owners in advance of carrying out BSS Examinations. This would cover preparing for the examination and specifically cover the top ten fault list. The text from this initiative would be supplied to member organisations in order that the messages can be consistent.

Action 7 -BSSO

110.8.3 *Customer Service* – The BSS Manager drew attention to the high volume of customer interactions, and the high percentage that had been successfully actioned, this FY to date. The achievements are as a result of the extra resource since the BSS Customer Service Officer joined the team.

Requests for copy BSS Certifications feature in the workload and the intention is to introduce a web template to help smooth the admin process and also to emphasise for owners to keep safe their physical and digital copies. The AWCC rep asked if charging for the service had been considered. The BSS Manager said that it had but that handling payments brought with it different administrative challenges.

The BSS Manager asked to receive any feedback concerning the effectiveness of the Scheme's call-handling service provided by Money Penny. Discussions with Money Penny are currently ongoing aimed at optimising the service for both customers and the Office.

110.8.4 *Salesforce World Tour* – The BSS Manager said that attendance at the event was aimed at future development and improvements including moving forward the planned App that is likely to become the 'front-face' of the website and that will itself likely reside within Salesforce.

110.8.5 *BSS Examiner Development Programme update* – Referring to the article in the report the BSS Manager praised existing Examiners for their efforts in carrying out the online training task. He said that by the autumn, the aim of the checking procedures 'single hymn sheet' for newly trained & existing Examiners will have been achieved.

He reported that 24 new-entrant Examiners were moving through their training currently. He said that marketing the opportunity to become Examiners was necessary as take up had been initially low.

110.8.6 *Quality Assurance Programme Update* - Referring to the article in the report the BSS Manager said that previous references to 'quality control' are now replaced with 'quality assurance'.

110.8.7 The Chair requested comments. Following a question from the BM2 rep the BSS Manager confirmed that there are currently 36 newly qualified examiners registered and 105 'existing' Examiners. 24 new entrants are being trained currently. The total BSS Examiner complement should be around 160-165 by the end of the year.

There is not considered to be a current BSS Examiner coverage shortfall in any geographic area as the potential for a shortfall is managed at the candidate selection stage. With currently 10% of Examiners withdrawing each year, the need remains for newly trained Examiners each year.

- 110.8.8 *Quarterly incident and accident report* – Referring to his incident report, the BSS Communications Manager emphasised the following points:
- 110.8.9 He reported that BSS Delivery Executive is having greater success in achieving incident information from the navigation authorities and is making inroads in Fire & Rescue Service and HM Coroner circles.
- 110.8.10 Referring to the incident last June in which two disabled people tragically drowned. He said that the incident occurred on an inland lake in Devon. Although not a waterway participating in the BSS, there was a possibility that the vessel was in common use across different inland waterways. His advice to navigation authorities was to stay close to the MAIB formal investigation outcomes concerning this one.
- 110.8.11 Unintended gaps in solid fuel stoves (BSS Check 8.10.5A) – Noting that the Advice Check addresses the potential for flue gases (containing CO) entering the space, he reported on planned work in conjunction by the BSS Delivery Executive, aimed at exposing any fire risk associated with reported Examiner findings. For example, the stove door missing or the whole glass panel, that could allow lit fuel to fall from or spit out of the stove; and also any potential for over-firing due to the lack of control of the air supply.
- 110.8.12 The Chair requested any comments concerning the report. The IWA rep noted that the largest number on incidents concern boat fires however that the largest proportion of injuries concern man-overboard. The BSS Communications Manager, in the context of the current ‘watching brief’ concerning man-overboard incidents, said that it was for the navigation authorities to consider any need for change as a result of the information collected.

## **110.9 Items for BSSMC**

- 110.9.1 The Chair the items are i) reporting the deliberations and recommendations from the small representative working group looking at the future direction of examinations and ii) BSSAC endorsement for the smoke alarm RRAP and the recommendation to go out to public consultation.

## **110.10 Dates of the remaining 2022 BSSAC meeting**

- 110.10.1 #111 – Tues 8 November

The Chair said that the format of the meeting will be established following the collation of individual views from a simple questionnaire to be sent out with the notes of the meeting. The questionnaire will cover the factors involved in determining meeting format including any limiting factors or preferences personal to individual members and how members see the programme of meetings looking forward.

## **110.11 Any other business (AOB)**

- 110.11.1 The BSS Manager reported on the plan to improve user experience as a result of the development of a new BSS website and associated App. A consultant has been engaged to review what is in place currently and to help develop the App.

He reported widespread support for the plan from all current BSS Examiners canvassed during recent training events. The advantages of moving to the App include i) moving away from handing over of paper documents post-COVID, ii) removing inefficiencies associated with multiple handling of data from paper to the BSS database, iii) removing the need to retain physical records for six years.

The App would be used by Examiners to record BSS examinations and would work offline and upload data whenever wi-fi coverage was achieved.

Although both the website and App developments would initially be Examiner-focused, it is planned to roll-out the relevant parts of the facility other groups including boat owners. The BSS Manager talked of the possibility to push out safety notices via the App and cover preparing for the examination and specifically cover the top ten fault list.

He said the aspiration was to get the project done and do it right. There is a need to support the direction of travel through a small working group under the BSSAC. This would help ensure technical compatibility and ensure the outcome is intuitive and user-friendly. Initially the support is needed from the Examiner perspective.

The plan is that, once the project scoping document is ready, information will be sent out with a request for expressions of interest in supporting the working group. Ideally expressions of interest would be received by the end of July. It is not necessarily the case that working group members will be BSSAC reps, in the parent organisation has a willing alternative representative to offer.

Members should anticipate further information in the coming weeks.

Action 8 BSSO