



BSS Management Committee – Confirmed Notes

BSSMC #109, 4 MAY 2023 - ZOOM CONFERENCE

Present:

BSSMC Exec

Chair
 BSS Manager
 Environment Agency Representative
 Association of Inland Navigation Authorities

Other

BSS Business & Technical Manager
 BSS Communications Manager
 BSS Secretariat
 Operations Support Executive

BSSMC Non-Exec

Marine Trade Representative
 BSSAC Chair
 BSSTC Chair
 Examiner Body Representative
 User Group Representative
 Broads Authority Representative

Apologies

Canal & River Trust Representative

Actions Agreed:

Item	Action	By Whom
109.2.3	BSSTC and BSSAC terms of reference updated. BSS Manager advised the MC terms of reference have gone out for ratification. Chair asked for this to be confirmed, as did not recall seeing it. Copy appended.	BSS Manager
109.4.1	Lack of organisation response has been raised to a national level. Trying to build alliances regarding the Calor situation would aid our cause. The Chair and the AINA representative with the new AINA Chair will take offline to build alliances.	BSSMC Chair and AINA Representative
109.5.2	2002 Commercial boat standards: AINA paper sighted and there is a package of active work and BSSTC will be back with AINA shortly.	BSSTC Chair
109.6.1	List of the proposals regarding Examiner communications to be discussed at the next BSSAC meeting. Communications resource to be discussed with the BSSMC Chair. Update at next BSSMC meeting.	BSS Chair, BSS Manager and BSS Communications Manager
109.7.2	BSSMC Chair and BSS Manager to discuss resource.	BSSMC Chair and BSS Manager
109.7.5	New BSSTC Chair interview being rearranged for a few weeks time, subject to recovery from illness.	BSS Executive

109.7.6	j) Working with Trust procurement re new website and app. Have produced Brand Guidelines which should be accessible within the next 6 weeks.	<i>BSS Manager and BSS Communications Manager</i>
109.7.8	User Group Representative, asked if Doc E2 can be shared. Yes, as any approved Annual incident report is posted on the BSS website as a matter of course and an updated version taking account of the changes will be sent directly to the User Group Representative	<i>BSS Communications Manager</i>
109.9.1	The Chair asked the BSS Communications Manager to choose a date for the webinar and spread the word. Now actioned with date 29 June 2023.	<i>BSS Communications Manager</i>

Notes of Meeting:

109.1 Introductions & Apologies

109.1.1 Apologies from the Canal & River Trust Representative.

109.2 Notes of the last meeting and matters arising from meeting #108 [Doc F1 BSSMC #108, previously sent].

109.2.1 Notes from last meeting confirmed.

109.2.2 (108.4.2) AINA representative spoke about Commercial boat standards: AINA has produced the report with recommendations, it was previously noted that the BSSTC Chair had some concerns. BSSTC Chair addressed this. See 109.5.2.

109.2.3 (108.2.1) BSSTC and BSSAC terms of reference updated. BSSAC actioned the BSSMC terms of reference final draft were submitted by BSSAC Chair on 26 Feb. BSS Manager advised they have gone for ratification. *BSS Manager*

109.3 Report of the Executive Members pre-meeting

109.3.1 The Chair thanked the BSS Examiners for their hard work in undertaking Examinations. Income and expenditure as predicted. No anomalies from recent audit. No concerns raised and accounts ratified by the Executive. The Chair stated it was appreciated everyone's hard work, and dedication across the committees. The BSS Manager spoke about replacing lost member of staff (Delivery Executive) dealing with data collation throughout the scheme and QA programme; recruitment likely to take 3 to 4 months. Suggestion by EA Representative to be seconded from other areas The User Group Representative asked if it was on the risk register. The BSS Manager confirmed this.

109.4 Calor's withdrawal of small capacity butane and propane cylinders [Doc G1, BSSMC #109]

109.4.1 The Chair stated that Calor's commercial decision to remove small cylinders presented a significant risk to safe boating. The Scheme made representation to Calor on behalf of the Navigation Authorities in relation to this. The Chair asked the committee to discuss and evaluate. Can we either alter the outcome or undertake other opportunities and mitigate the risk. The BSS Manager advised that the small cylinders will be phased out and we need to continually monitor the risk situation The BSSTC Chair summarised the situation regarding Calor. The shortage of small bottles is critical, especially old boats whose lockers will not accommodate larger bottles. The BSS does not design engineering, we monitor condition.

Marine Trade Representative stated it was not the BSS responsibility of what goes on off the boat, i.e., boaters filling at a garage. User Group Representative spoke in support of the Marine Trade Representative and said is their role for the HSE to ensure public assurance, push higher to a national level. The 15-page report is an excellent foundation of the issue. The Chair said HSE could help define the risk, with the duty of care incumbent upon Calor. Marine Trade Representative spoke saying Calor risk is not solely raised in marine sector and

through a Scottish parliamentary group, it has been raised to government. The Chair asked is there a cross industry representative? Marine Trade Representative replied no. Lack of organisation response as being raised to a national level. Is there a possible route through the EA to Defra. The AINA representative said trying to build alliances would aid our cause. The Chair and the AINA representative with the new AINA Chair will take offline to build alliances.

*BSSMC Chair
and AINA
Representative*

The BSSAC Chair reminded the Navigation Authorities' that licensed or registered boats should be compliant at all times, not only every 4 years and that the risk is being managed activity. A robust discussion ensued We are awaiting Calor to send their next communication. The BSS does not define what a gas locker should be like, we refer to competent experts to assist them with adaptations within the marine trade to meet the existing ECP Requirement.

The Examiner Body Representative asked for guidance from the scheme on advice for boaters. There is no real guidance on modification or modified gas lockers, only repairs. The BSS Manager referred the committee to pages 11 and 12 to consider.

The Navigation Authorities want to ensure that modifications are safe. The committee discussed is what would trigger a re-examination including modification. This question will be looked at by the BSSAC Sub-Committee which will report in 15 to 18 months time.

The BSSTC Chair said the Navigation Authorities must look at their own legislation. e.g., the Trust have the right to demand another BSS Examination at anytime, and other enforcement.

The BSSAC Chair stated the legislative framework is already there regarding gas lockers. The Marine Trade Representative suggested a stronger stick to help people make the right decision, i.e., any modification may invalidate insurance.

There were no objections to the recommendations in the paper Doc G1.

109.5 Report from the Chair of the BSS Technical Committee [Doc C1, BSSMC #109]

109.5.1 The Chair advised there was a TC meeting 2 days ago, which is not subject of the report. Most of the meeting was discussing about the Calor Gas situation. Having completed the ECP work and training work, the TC is now returning to normal business which the report reflects.

109.5.2 2002 Commercial boat standards: we have seen the AINA paper and there is a package of active work and we will be back with AINA shortly. Big body of work for the BSSTC in the years to come.

BSSTC Chair

109.5.3 The MAIB report re Diamond Emblem is progressing. British Marine are involved. The fleet of dual controlled boats is approximately.300 boats. It will take some years to implement. There is a mechanical solution with an electrical solution still to come. Any Examination Requirements will follow the technology.

109.5.4 Yesterday [MAIB published its report \(Emma Louise\)](#) on a double fatality from carbon monoxide poisoning on a moored sports cruiser where its exhaust gases were deflected by an inflatable tow-ring toy into the craft's fabric covered aft deck and cabin space. It was not on BSS waters and our requirements, if complied with, may have mitigated this scenario. However, regarding the BSS implemented waterways, approximately 10% of boats do not meet the CO alarm checks in their initial BSS Examinations.

109.6 Report from the Chair of the BSS Advisory Committee [Doc D1, BSSMC #109]

109.6.1 Item a) Timely communications raised by the ABBSE Representative. BSS Office to find a solution to the most effective and timely method of communication to Examiners. The BSS Manager advised that there will be list of the proposals to be discussed at the next BSSAC meeting.

*BSS Manager
and BSS
Communications
Manager*

- 109.6.2 The BSSMC ratified the ToR of the working group looking at the Conditions of Registration (CoR) and related issues. There has been a delay in starting due to illness and it was also felt that the new BSSTC Chair would take part in this work, however that appointment has been delayed. It will be a 15-to-18-month project to look at the core issues:
- 109.6.3 Review of membership of the BSSAC. British Marine made representation to change the committee membership by adding a second British Marine representative, one for Hire Boats representing Broads/rivers-based hire operators. No objection from BSSAC members or BSSAC Chair. The BSSMC are asked to approve or otherwise to increase the BSSAC membership by one. No objections.
- 109.6.4 Item g) BSS reassurance that there is no conflict re bubble leak detectors. The BSSTC Chair advised that a gas leak is one item that boaters cannot fix themselves. The credibility of bubble testers is important to boater safety. A user can use it day to day to check for leaks.

109.7 Report from the BSS Manager – [Doc E1, BSSMC #109]

- 109.7.1 a) Congratulations to BSS Examiners regarding Certificate numbers. See Figure 2. The Chair stated that this is reassuring post pandemic that things are getting back to normal.
- 109.7.2 c) Customer Service. Large amount of Certificate queries takes a lot of time. Moving towards attaining service level agreements. The Marine Trade Representative said 1540 cases total a year, is a lot. Do we want to bring it down. The BSS Manager advised it was well above predictions, difficult to reduce as new Examiners tend to have more questions. The BSS are investing time with our call answering service to assist in answering cases. However, the current number of cases is unsustainable and additional administrative resource is urgently required.
- 109.7.3 d) City and Guilds. The BSS have achieved accredited status, City & Guilds Assured for the BSS Training courses. A fantastic achievement.

***BSSMC Chair
and BSS
Manager***

- 109.7.4 g) ECPs ready to sign off and will go to print next month.
- 109.7.5 h) New BSSTC Chair interview being rearranged for a few weeks' time, subject to recovery from illness.

BSS Executive

- 109.7.6 j) Working with Trust procurement it is intended to have a new website and app procured this financial year.

***BSS Manager
and BSS
Communicatio
ns Manager***

As a precursor to above the BSS Communications Manager has produced BSS Brand Guidelines which has been a significant piece of work over the last several months. The depth and magnitude of this work should not be underestimated and was largely brought about through changes in Adobe supported font and colours. The Brand Guidelines total over 160 pages and cover fonts, colours, voice, photography, icons and drawings to highlight a few. It is envisaged that this will be accessible online within the next 6 weeks.

There is significant work to come in ensuring full integration with Salesforce (subject to the recruitment of a Salesforce Administrator) and the intention to have one source of truth published across different platforms.

- 109.7.7 m) The BSS Business plan 2023/24 included an increase in fees to reflect the current unprecedented financial environment. No comments made.

- 109.7.8 Annual Report of incidents and accidents recorded – [Doc E2, BSSMC #109]

BSS Communications Manager pointed out section 2.1.1 on page 4 regarding the double fatality due to CO poisoning on a sports cruiser, which the MAIB has now published a report on.

A webinar on incident and accident data with Navigation Authority teams is being arranged. The BSSTC Chair congratulated the BSS on the number of unknown incident causes coming down. Requested that Calor be used in future content.

The User Group Representative asked if Doc E2 can be shared. Yes, as any approved Annual incident report is posted on the BSS website as a matter of course and an updated version taking account of the changes will be sent directly to the User Group Representative.

*BSS
Communications
Manager*

A discussion took place regarding boats having a non-complaint BSSC and those boats still being used having failed a BSS Examination. The AINA representative advised they are reviewing their procedure to Hazardous Boat Notification and may extend it to encompass the above.

The Chair confirmed that enforcement is the responsibility of the Navigation Authorities.

109.8 Dates of next BSSMC meetings

#110 27 Jun 2023 (paper), #111 5 Dec 2023 (in person) in a central location, **#112 9 May 2024 (on Zoom)**. All dates agreed in principle.

109.9 Any other urgent business

109.9.1 The Chair thanked everyone for their points and contribution re the Calor issue. Thanks to the BSSTC Chair for continuing in his role in the short term and to both committee Chairs for all their hard work. The Chair asked the BSS Communications Manager to choose a date for the webinar and spread the word. The EA Representative asked for the webinar to be recorded.

*BSS
Communications
Manager*