



BSS Advisory Committee – Confirmed Notes

BSSAC #112, TUESDAY 21 FEBRUARY 2023 – IN PERSON MEETING AT HATTON

Present:

Chair
BSS Manager
BSS Business & Technical Manager
BSS Support Exec & Secretariat
BSS Secretariat

Navigation Authority reps:

Canal & River Trust
AINA
EA
Broads Authority

Examiner Body reps:

ABSSE
YDSA
IIMS

Marine Trade reps:

BM1 – British Marine Executive Interests
BM2 – British Marine Hire Boats
BM3 – British Marine Boatbuilding

Boat User Group reps:

RBOA
IWA
NABO
AWCC
TBA
RYA

Apologies:

BSSTC Chair

112.1 Apologies and introductions

112.1.1 Apologies as noted above.

112.1.2 Recognition:

The Chair thanks the Chair of BSSTC who is stepping down and will write to thank him on behalf of the BSSAC. The headlines from his immense contribution over the past 11 years were mentioned.

The Chair thanks the RBOA representative whose last meeting is today after nearly 16 years. Her unique perspective and invaluable inputs were recognised by the Chair. A replacement is lined up.

The Chair thanks the Broads Authority representative for her time with the committee. Her tenure as Chair of the Broads Authority Navigation Committee has come to an end.

- 112.2 Notes of last meeting and matters arising (not otherwise covered at the meeting) [Doc H1, BSSAC #111]**
- 112.2.1 The BM1 Marine Trade Representative was shown as attending and under apologies, a substitute attended on his behalf. Once this amendment has been made, Members confirmed the previous meeting notes as accurate.
- 112.2.2 Matters arising – not otherwise on the agenda:
- 112.2.2.1 It was established that Doc G1 concerning BSS Advice Checks and perceptions about them on the ground, was missing from the meeting papers. The BSS Secretariat apologised for the error in not attaching the document. See note 112.2.2.4 below.
- 112.2.2.2 (111.6.5) The ABSSE representative advised that Examiners have not been told about the existence of the publication of the outcomes from the Examiners Survey. There had been no newsletter as promised and stated there has been a lack of communication for Examiners. The BSS Manager apologised that Examiners have not been advised of the publication. The Chair summarised: the survey has been published, not conveyed to Examiners; bulletins have been infrequent and not adhered to expected timescales. The Chair asked the BSS Office to report back at next meeting regarding a communications strategy, frequency and timescales. The Chair also asked for all Examiners to receive a link to the result immediately.
- 112.2.2.3 Supplement to BSSTC proposals for final minor editorial improvements to the BSS ECP - [Doc D1]. The Chair advised this has progressed. The BSS Support Executive & Secretariat advised an email was sent to BSSAC members on 30/11/22. Re proposed minor additions to the BSS ECP Appendices. Thank you to the BM1 Marine Trade Representative and the ABSSE representative for their comments. The final sign off will be undertaken by the BSSMC.
- 112.2.2.4 BSS Advice Checks - perceptions on the ground
- The BSS Support Executive & Secretariat spoke about the ‘open letter’ regarding advice Checks, received and answered last year. As a follow-up action, a meeting had taken place recently with the author. As a result of the meeting it was clear that there was a need to test with BSSAC members, the general level of understanding about the nature of advice Checks and the owners responsibility upon receiving an advice Check fail report. A robust discussion with members ensued. The IIMS representative asked should it be a 1st party scheme? The Chair responded that this has been considered by the BSSMC as a result of the open letter and the decision is that it will remain 3rd party scheme.
- Concerning the general level of understanding of advice Checks, the Chair commented that it is evident that, amongst members, there is not a consistent understanding of what the Scheme is trying to achieve and how advice Checks sit within the Scheme. The Chair asked BSS Office to communicate message regarding advice Checks and suggested providing a ‘script’ for BSS Examiners could be an effective solution. Canal & River Trust representative suggested engaging social media and focusing on new boaters. The Chair asked the BSS Manager to target an update for the next meeting.

**Action 1 –
BSS
Manager**

**Action 2
– BSSMC**

**Action 3
– BSS
Manager**

112.3 To note actions from the last BSSMC meeting [Verbal Update] – Chair

Aspects of the BSSMC in the BSS Managers Report.

Main item to report is that our recommendation for the ToR for the working group reviewing Conditions of Registration were accepted in full.

112.4 Nominations for BSSAC Chair's position – BSS Secretariat]

The BSS Secretariat asked for ratification or nominations for the position of Chair.

There was full member consensus on the Chair being in place for the next 12 months.

112.5 Review of BSSAC membership and membership types

No applications to join.

'Hard to reach' boat owners were again recognised as a group that are not generally represented.

After a discussion about 'hard to reach' groups and membership of the committee, the Chair summarised. There is a lot of data available and we have had good reassurance from the Navigation Authorities and their contact with people. The Chair said that, at this point there remains no obvious group or person to invite, however the committee should be guided by the navigation authority reps if the situation changes.

The BM1 Marine Trade Representative proposed one additional representative for hire boats, this would mean that both canal-type and river-type hire operator interests could be represented. No objections. The Chair will take to BSSMC.

**Action 4 –
BSSAC Chair**

112.6 Update concerning the activity to review the BSS Examiner Conditions of Registration

The working group did not reconvene in January as anticipated. The Chair will circulate some dates in the next few weeks. Work will be evidence driven and is likely to have a 15 -18 month timescale.

**Action 5 –
BSSAC
Chair**

112.7 Report from the BSSTC Chair [Doc F1, BSSAC #112]

112.7.1 The BSS Business & Technical Manager spoke on behalf of the BSSTC Chair. No appeals came through the winter period. Will assist with general safety awareness information.

112.7.2 Item c) The BM1 – British Marine Executive Interests is working with marine insurers regarding a set of consistent guidelines from insurers re lithium batteries, with the top 6 or 7 things for boat owners to do. What and where are the risks. The Chair asked for this to be shared with the committee once finalised.

**Action 6 –
the BM1
rep**

112.7.3 The AWCC Representative asked where does the Examiner responsibility end in regard to LPG shore supply. The BSS Business & Technical Manager advised at the disconnection point at the boat. It may need to include a quick disconnect and this will be looked into over the next 6 months.

112.7.4 The EA Representative enquired about item iii) a) Planned future BSSTC activity, Modernising the 2002 BSS Standards. The BSS Business & Technical Manager advised that a BSS scoping document is being written for AINA to consider, this should be finalised soon.

112.8 Report from BSS Manager [Docs E1 and E2, BSSAC #112]

112.8.1 a) BSS Examinations: statistics, performance, and compliance. Where we predicted to be. Continually monitoring.

112.8.2 b) Case investigations. More than in previous years. The Chair advised his decision not to circulate the planned review document H1. He said that the increase is concerning and that the planned detailed paper is best addressed and discussed at the Working Group under the CoR. The outcome will be reported back to this committee.

112.8.3 c) Summary of 2022 SS Cases: during customer service enquiries recorded on Cases

Introduction of the Customer Service Officer is paying dividends. A two week 'Live Chat' trial took place and there was an enormous amount of enquiries. The Chair thanked the BSS Office for the graphical representation.

112.8.4 e) Examiner Training

112.8.4.1 The IIMS Representative asked what is the Scheme's intention for the number of Examiners over the next 5 years. The BSS Manager replied we have to provide a service to and satisfy the needs of the Navigation Authorities. We will monitor the numbers of Examiners and will run the BSS New Examiner Training Programme (NEPT) in the future if required. Anticipated around 150 Examiners by the end of the year, however it may be relevant to the amount of Examinations they are undertaking, rather than the number of Examiners.

112.8.4.2 The AINA representative asked what level is the C&G training? BSS Manager to check and advise at next meeting

**Action 7 –
BSS
Manager**

112.8.4.3 There was a discussion about the cost of the NETP.

112.8.5 City & Guilds Accreditation has been awarded for 5 BSS courses Successful trainees will get a C&G Certificate

112.8.6 f) BSS Examiner Development Programme update.

112.8.6.1 The IIMS representative asked if there could be a prompt to assist Examiners with inputting data for advice Check. The BSS Manager advised that we will be seeking and collating feedback for the planned APP, which would help in this respect.

112.8.6.2 The ABSSE Representative asked will Examiners be told about PIPs and that data will be held. The BSS Manager advised that the privacy policies are currently under review and will be released as they are completed. PIPs may be raised as needed during the DTA process. BSS Business & Technical Manager advised he believes that information about the PIPs is included in the introduction of the DTA process.

112.8.7 g) MAIB Fatal incident on hire boats
The Chair asked are we expecting any changes. The BM1 British Marine Executive Interests Representative said yes there will be a need to develop 1 or 2 new ECPs for the Hire Boat ECP checklist. The initial development has not yet begun.

112.8.8 m) Smoke Alarm Consultation
BM3 British Marine Boatbuilding representative queried that it was smoke alarms, not heat alarms. The BSS Manager confirmed that competent advice was not to accept heat alarms as equivalent to smoke alarms.

The NABO representative asked when the public consultation on the proposal is to introduce a smoke alarm BSS Requirement to go live. BSS Business & Technical Manager advised due to go live soon.

112.8.9 n) Business plan 2023/24
The AWCC Representative asked the current amount of the BSS Certificate, when the new cost will come into effect and was it a positive decision to not publish this information on the website. BSS Manager advised £48.00, the new cost will commence 1 April 2023 and that the costs are published on the website. BSS Secretariat will email the current link to The AWCC Representative by the end of next week.

**Action 8 –
BSS
Secretariat**

112.8.10 Annual report of incidents and accidents recorded, and inferences drawn [Doc F1, BSSAC #112)

112.8.10.1 The AWCC Representative queried the number of fatalities. There are 5 fatalities noted in section 2.1 Serious Incidents in 2022. 1 incident: fatality – undesignated, noted in Table A1 (double fatality) and 3 fatalities are noted in Table A3. The Chair referred to Table A4 which shows the year-on-year comparison of all fire and CO events only. 65 in 2016 down to 33 in 2022. The BSS Manager pointed out the 13 unknown fire and CO events citing insufficient data.

112.8.10.2 The BM1 Representative spoke about the new 2022 stove regulations ensuring provision of stove and components because single walls are being phased out. BSS to consider how to test dual walled flues. The ABSSE Representative said few are policing RCR's as boat builders self-certify. The RYA representative suggested that the purchaser asks the boat builder for a BSS Examination at the point of sale. The BM1 Representative said inland boats are low risk and it is not an issue with those builders who are registered. The BM3 British Marine Boatbuilding representative said category C or higher in which case an external surveyor has attended. Likely non-compliance 20% with new constructions at around 500 to 600 boats a year. RCR category C and above by law is subject to external survey. There is a requirement to be BSS examined before being sold.

112.9 Items for BSSMC

112.9.1 Proposed increase for an additional British Marine representative on this committee to cover different sectors. Two Hire Boat representatives, one for the Broads and rivers and one for inland waterways.

112.10 Dates of the 2023 BSSAC meetings

112.10.1 23 May (#113) on Zoom, 31 Oct (#114), on Zoom.

We will decide at next meeting, the dates and venue for our 2024 meetings.

112.11 Any other business (AOB)

112.11.1 Calor's withdrawal of small capacity butane and propane cylinders

The BSS Support Executive & Secretariat advised with short notice Calor Gas have withdrawn their small capacity cylinders due to distribution and other issues. The BSS Office has drawn up a list of issues. He met with two senior employees at Calor and asked what risk assessments they employed at the time of their decision. It appears to be a commercial decision. They listened to the risk issues. The committee was asked 'is it a risk issue'? There was full member consensus that this is a significant issue to manage, high risk. A robust discussion ensued and the following comments were made: It is a serious issue and people are already filling their own cylinders with risk of over filling. Difficult to get an alternative. Calor have a monopoly. Four types of bottles are being removed. Likely will lead to ECP failures as bottles too big for gas lockers. Could we make then non-compliant? Manufacturer states you cannot refill them. Calor amazed at response from boating sector. Bottles can only be refilled at the factory. Our sector has specific risk concerns. We can firstly ask Calor to manage the risk, i.e., recall bottles. BSS Office to go to social media asap to get the message out about the risks. Note flow gas are not expanding.

The Chair asks the BSSTC to understand the nature of the risk, quantified analysis and come back with options and responses.

**Action 9 –
BSSTC and
BSS Comms
Manager**

112.11.2 The IIMS representative asked are Gas Safe as happy with the BSS bubble tester test procedure for Gas Safe people to use? He had been informed that the position was not as secure as had been led to believe.

The BSS Support Executive & Secretariat responded that the introduction of the test procedure for the ALDE 4071 bubble testers (Appendix D) was entirely appropriate. On this subject BSSTC were informed by the country's leading gas consultancy and had it confirmed from HSE that the BSS could develop its own bubble tester test procedure. The procedure had support from the bubble tester makers GOK in Germany, who also manufactured for us the clamp used by Examiners to conduct the test. The UK distributors, ALDE also provided their support. The BSS engaged informally with the Technical Manager at Gas Safe Register. The next stage is to promote the BSS test procedure into the next revision of PD 54823. Once this is achieved, it is anticipated that the colleges training Gas Safe engineers will enhance their training to use bubble testers.

The Chair thanked all the members of the committee. Meeting ended.