

Boat Safety Scheme  
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**08 March 2024**

**Ref: 24-001**

## **BSS EXAMINER NEWS**

**Dear Examiner**

**The topic covered in this newsletter are: -**

- BSS governance re-alignment
- Examiner Registration and Authorisation subjects – smoother application tips
- News about Daves

### **Changes to the governance of the BSS**

The Canal & River Trust, Environment Agency, Broads Authority, and the Association of Inland Navigation Authorities are announcing some governance changes to the Boat Safety Scheme which will see it become a not-for-profit company.

As a company limited by guarantee, Boat Safety Scheme Limited has been incorporated to take on the work of the existing Scheme from 1 April 2024.

The Scheme's structure remains unchanged, with all income returned into the running costs and continuing the safety improvements brought about by the Scheme since its inception in 1995.

Boating customers of the various navigation and harbour authorities won't see any change to their existing BSS Certification or boat licence/registration processes because of these changes. The current Boat Safety Standards will continue to apply in the same form - with current BSS Certificates remaining valid until their existing renewal date.

Boat Safety Scheme Limited will also continue to regulate the training and accreditation of BSS Examiners in the same way as the current Scheme.

The governance changes will bring greater transparency on decision-making and clarify relationships between the existing stakeholders.

An appendix with some predicted questions and their answers (Q&A) document is attached to the covering email.

### **Matters influencing BSS Examiner Annual Registration - be prepared**

The annual registration application form will be released on or before Tuesday 12 March here's a list of pointers to be aware of so you can prepare for a smooth application and registration process. If you are not registered by the 1<sup>st</sup> April, you are not a registered BSS Examiner.

### **Registration and Certification Prices for 2024-25**

The annual registration fee will be £250 plus VAT for the year 1 April 2024 - 31 March 2025

BSS Certification prices will be £60 plus VAT.

## **Please let us know if you are not registering for 2024-25**

If you have decided not to re-register, thank you immensely for your time as an examiner.

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. And of course, any feedback you have is important to us.

We will write to you, probably in April, about various matters and the importance of maintaining draw down insurance cover.

## **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/or you have not logged the update in the database, we cannot accept your application if the policy details are out of date. You must take responsibility for updating the records as your insurer will not tell us automatically about any new cover.

## **BSS Block Policy PI and PL insurances**

The two 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**

Phone: 01684 218406 Email: [enquiries@merciamarine.co.uk](mailto:enquiries@merciamarine.co.uk)

### **Winter & Co (Marine)**

Phone: 01255 831111 Email: [info@winterandcomarine.com](mailto:info@winterandcomarine.com)

If you plan to use one of these insurers, we recommend you contact 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, that we will restrict access to the database where there is any doubt about an examiner's cover. Furthermore, that individual's continued authorisation may also 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 £15 (+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 search 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 insufficient, 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 Scheme's costs and everyone's frustration.

### **Check your claims of any professional membership and Gas Safe registration.**

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. We will remove that listing detail if we are contacted by that membership organisation asking for a listing to be removed. In those circumstances, your negotiation must be with that organisation only.

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 all claims of Gas Safe registration before accepting applications.

Please also keep this information up to date if your Gas Safe registration is renewed during the year. This is your responsibility, and we also reserve to remove the Gas Safe information from Examiner's profiles where there is an expired registration.

### **Missing payments (overdue invoices will be a bar to registration)**

If you have any **overdue** payments to the Canal & River Trust, your application acceptance will be held back until all invoice payments are up to date. If you are unsure about your invoice status, please check with the Trust's finance team in timely way.

### **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 2024-25 application form. **Your personal application reference number will be in the email (the one listed as private in your contact details).**

You must read the information, conditions and agreements on the page before making your application. To make the application, click edit, then you must tick all the boxes, before clicking 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 private 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 (2024) 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 BSS Limited.**

**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. Easter bank holidays fall early this year, and we will be extremely busy for other reasons in the last few days before the holidays. That means the 2024 deadline for continued seamless registration is Noon on Tuesday 26 March. Anyone not registered by Thursday 28 March 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 4 (four) 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 2024-25 and not authorised 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 - what does the loss of authorisation mean?**

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 Thursday 28 March, the following will happen on 1 April:

- You are no longer deemed to be an authorised BSS Examiner
- 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 13 March, please check your email junk mail/ spam filters and if it is not there, please contact us asap.

### **News about Daves at the BSS Office**

Firstly, some very welcome news, the BSS now has its first official Salesforce Administrator. He is **Dave Phillips**, and his responsibilities include the development of the BSS Community and field (mobile) app. He will also be dealing with day-to-day queries and cases concerning the database. Another role he has is to work with the Quality Assurance Assessors on the desk top assessment and field assessment activities. When he's not working with us, there's a good chance you will find him building his classic race car or, out and about in his camper van.



Sadly, we are losing **Dave Washer** as he is taking his well-earned retirement at the end of March having been a BSS Examiner for five years and then joining the Scheme in 2002. We will miss him, his insights, his encyclopaedic knowledge and his good humour hugely, will too.

As he has been instrumental in supporting BSS Examiners in the field and in their training, we suspect that many Examiners will miss him too.

We wish him well, and we hope he has a well-deserved, long and happy retirement.

Best regards and keep safe,

A handwritten signature in black ink, appearing to read 'Kevin Tyson'.

**Kevin Tyson**