

Boat Safety Scheme
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BSS Examiner News

Dear Examiner

The topics covered in this newsletter are: -

- Mandatory Pre-Examination Written Agreement (Reminder)
- Timescale for Reporting failure Examinations (Reminder)
- BSS Governance Arrangements
- BSS Office staff news and vacancies
- Raising Technical Queries aka Cases (Reminder)

Mandatory Pre-Examination Written Agreements Reminder

From April 2024, Examiners have been required by their **Conditions of Registration (CoR)** **clause 7.2** to have a written agreement in place with the boat owner or their representative before commencing a BSS Examination. Examiners must provide the BSS or its representative copies of these agreements on request.

The written agreement is mandated for the protection of BSS Examiners, so that the Scheme can quickly deal with any disputed claims by boat owners and operators.

The minimum information required in such a written agreement are set out in a useful guiding Appendix, see below.

CoR Appendix One specifies the following minimum content:

- a) BSS Examiner's trading name & contact details
- b) Boat name & navigation authority registration number, and other identifying information
- c) Owner's name or representative and contact details
- d) Date & time of agreed BSS Examination
- e) Type of BSS Examination requested private, non-private, hire
- f) Is the boat CE/UKCA marked
- g) Requirement that the owner must declare whether the boat is a private leisure or pleasure boat or workboat, or whether (for the purposes of the Gas Safety (Installation and Use) Regulations (GSIUR)) the boat is:
 - hired out in the course of a business;

- where persons are invited on board in the course of a business (e.g. café, shop or hotel boat); or,
 - used primarily for domestic or residential purposes.
 - What is the cost & what is included, BSS Examination, travel, re-Examination if required
- h) It must also include this statement: “This agreement only covers the BSS Examination(s) of [your customers] boat and where appropriate provision of BSS Certification and no other work”.

Timescale for Reporting Non-Compliant results (aka ‘No’ result or failure Examinations)

The 2024 CoR also included a small adjustment to the timescale policy for recording Examinations. All BSS Examinations, whether the result is compliant or non-compliant, must be recorded within 48 hrs apart from an infrequent exception that can only be used by prior agreement with the owner. This exception must not be longer than 5 days. See more information on this policy here [\[LINK\]](#).

Boat Safety Scheme Governance Arrangements

Following the completion of a governance review of the Boat Safety Scheme and the incorporation of Boat Safety Scheme Limited, the governance documents and an explanatory note summarising the governance arrangements have been published on the BSS website [\[LINK\]](#).

It includes the Boat Safety Scheme Memorandum of Understanding between the Canal & River Trust, the Environment Agency, the Broads Authority, AINA and Boat Safety Scheme Limited, with the Terms of Reference for the new Navigation Authority Standards Setting Forum and the Boat Safety Scheme Advisory Forum (BSSAF) and Technical Forum (BSSTF).

Membership of the BSSAF and BSSTF will be mapped across from the old BSS committee membership and this will be reviewed in early 2025*.

The membership of the SSF will be representatives from the Broads Authority, Canal & River Trust and Environment Agency, known as the Nominating Bodies. The SSF Convener will issue a standing invitation to the following list **:

- AINA to nominate representative from time to time
- BSS Limited General Manager
- Convener of the BSS Advisory Forum
- Convener of the BSS Technical Forum
- User groups representative (nominated by BSS Advisory Forum membership bodies, with the representative chosen from nominees by the Convener for a 3-yr term).
- Marine trade representative (nominated by British Marine from time to time)
- BSS examiner representative (nominated by ballot of current BSS examiners for a 3-yr term)

This ballot of Examiners is being arranged by an independent third-party organisation and we will announce more details shortly, so please keep a watch out for more information about this initiative.

* Subject to the discretion of the BSS Limited Directors

** Subject to the discretion of the Nominating Bodies

New BSS Office staff

1) BSS Communications & Media Officer We have been able to recruit Roxane Hackwood to this position.

Roxane started 2 September, and she brings considerable experience to her role, which includes:

- Enhancing, promoting and protecting the Boat Safety Scheme's reputation to meet its strategic objectives
- Delivery of communications and campaigning materials in support of the Scheme's purposes
- Produce communications strategies, materials and content to support the engagement with all stakeholders and media contacts
- Responsible for ensuring that spend on events, campaigns, photographers, design and print etc. is delivered on time and on budget.

2) BSS Examiner Development & Support Engineer We have some more excellent news, especially for Examiners, we have also recruited former examiner, Simon Poulter to this BSS Examiner support position and he started in August.

Simon's role has a day-to-day responsibility linked to the strategy that is supporting and developing BSS Examiners.

He is part of the team dealing with your cases and queries.

This role also has a task to research boat-related incidents and update our database with his findings. It will ensure that the BSS holds suitably detailed, complete, and accurate data on relevant boat incidents in the UK to under its Risk Management (Core) Process and aid robust decision-making made by the BSS.

So as an Examiner, marine engineer, surveyor and/or boat owner, if you have any knowledge of incidents or near-incidents that provide us with useful learning points and aid the Scheme's risk understanding, please do get in touch with Simon about it (bss.office@boatsafetyscheme.org or whatsapp 07919 404394)

3) BSS Quality and Technical Manager With the help of the Canal & River Trust, we have re-advertised this role. We are looking for a chartered engineer or equivalent to take on the role that includes project management, safety partner relationships, quality assurance and risk auditing.

If you know anyone who would be interested in this demanding but rewarding role based at home or a Trust hub with UK travel, please steer them to the job id 2024-7646 on the Canal & River Trust website <https://careers-canalrivertrust.icims.com/jobs/7646/marine-engineering-quality-%26-technical%20manager/job>, the application deadline is 8 September 2024.

Raising Technical Cases (Reminder)

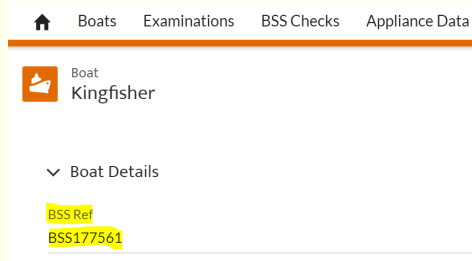
While the recruitment process is ongoing and new post holders are being embedded in the Scheme, the QAA consultants, David and Justin will continue answering your technical cases.

You can raise cases by email bss.office@boatsafetyscheme.org / phone 0333 202 1000 / and by webform www.boatsafetyscheme.org/contact-us/contact-us-form/

How to help us to help you

When raising a case, please mention these points in your email, phone call or web-form as this information means we will be better informed, when we get back to you.

- the Check Item reference number e.g. 8.10.2A or X10.1.2R
- the ECP type e.g. private boat / HBR / N-PBR
- the boat name **and** BSS ref number **or** CRT Index Number, **or** Registration Number



- the equipment make and model (where relevant)
- any existing reference number eg BSSER / Case number CA-0000..... / HBN number / PIP task / DtA etc

We cannot give you live technical support, or instantaneous decisions, but David and Justin are prioritising this work, and answers will be provided as soon as we are able to.

Best regards and keep safe,

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

Kevin Tyson

BSS General Manager

Boat Safety Scheme Limited

The Boat Safety Scheme Limited is a public safety initiative run as a not-for-profit company limited by guarantee registered in England and Wales with company number 15501423, registered office address c/o National Waterways Museum Ellesmere Port South Pier Road Ellesmere Port Cheshire CH65 4FW.