



New Controlled Core (Private boat and Hire Boat 2-9) BSS Examination Checking Procedures (ECP) and associated BSS Examination stationery.

Dear Examiner

This document sets out what you should find in the box and some actions **you must take** concerning the new ECP.

We also have some information about a new feedback tool on the database.

The use of the new ECPs and documentation will happen from 1 November 2023

See more information in section 3

1 Pack contents and instructions

The contents of this pack include the following items (where relevant) and the quantities have been assessed by last year's activity, or by direct feedback and requests:

- A new zip folder for the BSS ECP
- The BSS ECP inserts
- A late replacement page 2&3 (Please remove the earlier version and install the replacement)
- **New** Examination Record Form pads (Private Boats and where relevant Hire Boats)
- Non-Private Boats (Where relevant – includes old and new stock)
- Customer Report Form pads (where relevant – includes old and new stock)
- About the BSS Examination (BSS T&Cs) pads (where relevant – includes old and new stock)
- BSS Warning Notice Pads (where relevant – includes old and new stock)
- Tie on Do Not Use warning labels (where relevant – includes old and new stock)
- Refuel ashore stickers (where relevant)
- Test point washers (where relevant)
- Fire and/or CO Safety on Boats Booklets (where relevant)

2 Actions you must take.

- 1) **Log your controlled document number on page 1** (inside the cover). This must be entered, as printed on the page, into the new field on My Current Details in the BSS Community.
The field is called '**Core ECP Reg SN Confirm**' and it is in the top section of the page to the right of your picture and underneath your PIN.
- 2) Replace pages 2 & 3 with these provided in the ECP folder – dispose of the original.
- 3) Dispose of any left over 2021 Private Boat and Hire Boat Examination Record Form Pads. These have all been changed.

Based on Examiner feedback, we have introduced a second section for appliance and ventilation recording should the boat have a second space as described in the Procedures in section 8.9 and appendix 8a.

If you have anything missing that you were expecting or damaged, please contact the BSS team via bss.office@boatsafetyscheme.org

3 Feedback welcome

Feedback is very important to us, so we want to ensure we capture your comments and take proper account of your inputs.

So, rather than we take hurried notes off a phone call, or lose an email in the spam filter, or misplace a text or whatsapp message, to aid this process we have created a feedback system on the BSS Community. You can log feedback on any document or stationery form in your own time.

From November you will be able to log on to the BSS Community and under the tab 'My BSS', you will see a new button 'Stationery and Doc Comments'.

- Corrections- typos, grammar, numbering, and formatting errors
- Queries – Are any sentences or parts of sentences, headings or titles confusing you? Please ask for help or clarification. If something is confusing or difficult to read for you, then other people too may be having difficulties. So please let us clarify and not leave you puzzled, and it may possibly mean we need to make adjustments.
- Suggestions – if you have spotted potential improvements to words, phrases or diagrams, we want to know.

When preparing to log an entry, make sure you have a page number and/or BSS Check reference where relevant.

Every entry will have a review process, corrections will be taken account of; queries will be answered; and improvement suggestions will be put through a review process.

3 ECP Changes

This section is an overview the various changes within BSS Core Examination Checking Procedures (ECP) Edition 5, Revision 0 - July 2023 introduced since the previous version (Edition 4, Version 0.2 – 28 September 2021).

A detailed breakdown of the relatively few significant changes will be provided in a separate pdf to be emailed to you, and published on the examiner webpages on or before 30 October.

Note: as the revisions have been made to the Core ECP, these changes will also apply to the Examination of craft against the Hire Boat Requirements Parts 2-9.

In summary

The BSS committees have agreed to a number of changes to the September 2021 ECP interim documents, and these have been incorporated into the controlled version of the 2023 ECP distributed with this bulk delivery.

Based on feedback through our Committees; from Examiners in Desk Top Assessments and through the cases queries, these improvements are predicted to have a positive impact on the general understanding of, and level of consistency in applying the Checks.

3.1 Overview of changes to Core ECP Checks, including the Glossary terms

The improvements made to the 2021 version of the Core ECPs (incorporating Hire Boat Checks) comprise of:

- A total around 50 individual changes made to 39 Checks.
- A total of 5 changes were made to the Glossary terms.

Minor Editorial Changes (18) – There are 18 of changes of a minor editorial nature, intended to support the consistent application of the Checks by BSS Examiners.

These include :

- i) improved punctuation, spelling and grammar; **and**,
- ii) better alignment with the Requirements with the Checking actions or Check question; **and**,
- iii) ensure common terminology throughout the ECP.
- iv) correction of incorrect technical references; **and**,
- v) There are 10 changes adding reference to UKCA marking and the Recreational Craft Regulations (alongside reference to CE marking and the Recreational Craft Directive (these account for over 50% of the significant editorial changes); **and**,

These can be viewed and appreciated in a document called 'Every change explained document' being published on the BSS website.

Significant Editorial Changes (9) – There are nine changes of a significant editorial nature, including:

- a) adding clarity as to the applicability of the Requirement; **and**,
- b) providing additional guidance to Examiners on how to report Examination findings; **and**,
- c) the re-wording of the Requirement to improve its clarity.

Lesser Requirement or more compliance options (8) – These eight changes involve a slight relaxation of the BSS Requirement or added compliance options, in part to align with latest versions of ISO standards.

Significant Check scope changes (1) – just 1 Check 8.10.4R has had a significant change to its scope (Check 8.10.4), see full explanation below.

New BSS Check numbers added (2) – Check 2.4.2R for fuel tank vents has been split in two 2.4.2dR covers diesel and 2.4.2pR covers petrol tanks, see a full explanation below.

Reference to Essential Information into an Annex added (3) – 3 new references have been added within individual Checks to essential information with the supporting Appendices.

Significant Guidance for owners added (0) – none added.

Check numbers deleted (0) – no deletions.

Checks unchanged (139) – The vast majority (78%) of Checks are unamended from the September 2021 ECP.

New BSS Requirements (0) – No New Requirements.

New ECP Glossary terms added (3) – There are three new Glossary terms.

ECP Glossary terms deleted (1) – A Glossary term has been deleted.

3.2 Core ECP Appendices

Changes have been made to material within the following supporting Appendices:

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| Appendix F | 230V AC Safe Disconnection Process. |
| Appendix G | Disabled, Decommissioned Or Disconnected Systems. |
| Appendix 2 | Supporting ECP Part 2, Permanently installed fuel systems and fixed engines. |
| Appendix 3 | Supporting ECP Part 3, Electrical systems. |
| Appendix 5 | Supporting ECP Part 5, Outboard and portable combustion engines, portable fuel systems and spare fuel. |
| Appendix 6 | Supporting ECP Part 6, Fire extinguishing, Escape and Carbon Monoxide Alarms |
| Appendix 7 | Supporting ECP Part 7, Liquefied Petroleum Gas (LPG) systems |
| Appendix 8 | Supporting ECP Part 8, Appliances and flues. |

A full explanation of the changes to the ECP Appendices are set out in Annex B.

4 Specific details to follow by email and be published on the BSS Examiner webpages

We will send you by email a document outlining the details of each Check and Appendix entry covering these categories:-

- Nine Significant Editorial Changes
- Eight Lesser Requirement or more compliance options
- One Significant Check scope changes
- Two New BSS Check numbers added
- Three Reference to Essential Information into an Annex added
- Three New ECP Glossary terms added

Please contact us if you have not received this email by 31 October.

Kind regards

BSS Office