



A Warm Welcome

In this February General Examiner Newsletter we cover:

- Being prepared for annual registration
- Gas training update - good news!
- Reminder of prices for year 2025-2026
- Insurance
- Photo update
- Checking your details on the system
- Registration

1) BSS Examiner Annual Registration - be prepared

The **annual registration application form** will be released **on or before 7 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 **Tuesday 1 April**, you are not a registered BSS Examiner.

2) Gas training information

We want to thank all the Examiners that fed back to us about the mandatory gas training and assessment programme Autumn 2025. With some further consideration we are changing the proposals that may suit Examiners better. **We will need your urgent help and inputs to finalise details** - hopefully to make the programme more efficient and cost effective for you.

Week commencing 3 March you will be sent the details we want you to consider. **There are two options** and we want an indication (you can change your mind later) from you as to **which choice you wish to take**. As mentioned, full info to follow in another email.

3) Check Your Insurance Cover and Keep Us Informed!

Please check your insurance information on your 'Current Details' page is 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you have not logged the update in the Community, we are unable to accept your application if the policy details are out of date. It is your-responsibility for updating the records as your insurer will not notify us automatically about any new cover.





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4) Registration and Certification Prices for 2025-26

As mentioned in the 31 Jan newsletter, the **annual registration fee** will be **£300** plus VAT
BSS Certification prices will be **£76** plus VAT.
for the year 1 April 2025 - 31 March 2026

Please let us know if you are **not registering** for **2025-26**

If you have not already done so, please let the BSS Office know as soon as possible. It would be good to know the reasons for your decision. Any feedback you have is important to us.

BSS.Office@boatsafetyscheme.org

PI and PL cover - recognised policies

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: trades@musl.co.uk

- **Winter & Co (Marine)**

Phone: 01255 831111

Email: info@winterandcomarine.com

If you plan to use any 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
- The policies are current as of the date of your application
- 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 community (see section 5 below).

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.





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5) New Community for Examiners

We are excited to introduce the new Community for Examiners for this year's registration which has been enabled enormously by a group of Examiners helping in the development stages.

New community access link:

<https://boatsafetyscheme.my.site.com/ExaminerHub>

While the new platform may look familiar, we highly recommend that you start using the new community site now. We have created a short video guide to help you navigate the site.

This new Community site will replace both the current orange site and the old burgundy-branded site in the next few months, which is vital to keep up with the latest technology.

[Click here](#) for the video guide.

New Feature: **Upload Your Own Photo**

Deadline: Before submitting your **registration**

We have added a new feature that allows you to upload your own photo to your profile. To assist with this process, we have also provided an instructional video for guidance.

[Click here](#) for the video

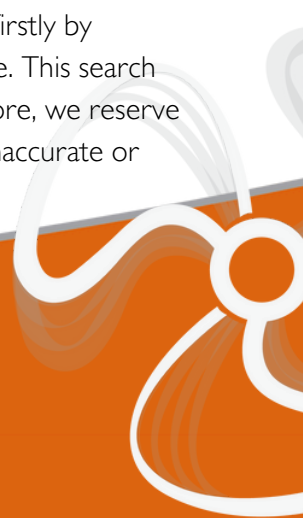
To ensure all photos are up to date, we kindly ask all examiners to upload a **new photograph taken in 2024** or early **2025**, and this must be done before we can accept your Registration application for 2025-26.

6) Check your current details

Check the Examiner Community and make sure that your information on your 'Current Details' page are all complete and up to date. Addresses, phone numbers, email, and your website details all need to be current.

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 is 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)





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7) Check your professional membership and Gas Safe registration.

Is your professional membership up to date? Please ensure it has not 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 listed on the system as being Gas Safe registered – is it for LPG / boats, is the engineer ID number correct, has your registration lapsed? The GS registration expiry date is critical. 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.

There are legal implications if this information is not kept up to date.
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 the right to remove the Gas Safe information from Examiner's profiles where there is an expired registration.

8) Missing payments

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.

Invoices can be reviewed in the My Office Work in the new Community site.

If you are unsure about your invoice status, please check with the Trust's finance team in a timely way.

9) 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 2025-26 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.





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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 cover
- The BSS Office sharing your relevant personal data with the navigation authorities, also with the contractors and consultants engaged by the Canal & River Trust for the purposes of processing that data to undertake mutual obligations linked to your authorisations as a Boat Safety Scheme Examiner.
- 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 web pages and in the Examiner Community
- 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. All invoices must be paid on time.
- You will abide by the BSS Examiner Conditions of Registration for the duration of the registration period. To view them click [here](#).

10) Agreements that are made between yourself and BSS Limited.

Timings: Unless you have already told us that you intend to withdraw, the invitation to apply to register will arrive by email in early March.

Upon receipt please act as soon as possible to apply to renew your registration. We will be extremely busy for various reasons at the end of March. That means the **2025 deadline for continued seamless registration is Noon on Wednesday 26 March**. Anyone not registered by 31 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 after they are made. Note, the auto acknowledgment is not that acceptance of an application.

Then within 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 2025-26 and you will not be 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 contact Tracy on:

Tracy.r@boatsafetyscheme.org or call 0333 202 1000.





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II) 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 issue BSS Certifications.

This means that if you have not had confirmation of successful registration by 5pm Monday 31 March, the following will happen on Tuesday 1 April:

- You are no longer deemed to be an authorised BSS Examiner
- Your access to the Examiner community will be restricted to invoices and registration document only
- You will not be able to record BSS Examinations and issue any BSS Certifications
- 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.

Please let us know if you are unable to meet the deadline for any reason.

Look out for the registration application email and if you haven't seen it by 17 March, please check your email junk mail / spam filters and if it is not there, please contact the office on:

BSS.Office@boatsafetyscheme.org

Kevin Tyson

BSS General Manager

Boat Safety Scheme Limited



@BoatSafetySch



@BoatSafetyScheme



@BoatSafetyScheme

endorsed by:

