



The amusement devices inspection procedures scheme (ADIPS)

Entertainment Sheet No 8

Introduction

This information sheet outlines the scheme, introduced by the industry with HSE support, for the inspection of amusement devices. It has been agreed by the Fairgrounds and Amusement Parks Joint Advisory Committee (JAC). You should read this information sheet in conjunction with HSG175 *Fairgrounds and amusement Parks: Guidance on safe practice*.

The aim of this information sheet is to inform those involved in the design, manufacture, operation, buying, selling and inspection of amusement devices of the provisions of the Amusement Device Inspection Procedures Scheme (ADIPS). The scheme covers the:

- four types of inspection required for amusement devices;
- documentation required by amusement device operators;
- registration and administrative control of appropriately qualified inspection bodies;
- **transitional arrangements** for introducing the scheme; and
- inspections required for coin-operated children's amusement devices.

The fairgrounds and amusement parks industry has recognised in HSG175 the importance of inspection in the essential steps and checks required to ensure safety of amusement devices. ADIPS has been developed to provide a framework for these inspections.

Amusement device inspections

ADIPS covers the four types of inspection described in HSG175. The scheme allows for certain relaxation for older amusement devices.

The four types of inspection can be divided into two groups:

- *pre-use inspections* to establish initial integrity before an amusement device is used for the first time in this country comprising:
 - design review;
 - assessment of conformity to design; and
 - initial test;
- *in-service annual inspection* (previously known as 'thorough examination').

While the term thorough examination is used in this information sheet because it is widely used in HSG175, in time it must be replaced by annual inspection to be consistent with The Provision and Use of Work Equipment Regulations 1998.

For amusement devices existing in Great Britain before October 1997 pre-use inspections, particularly design review may not be required. In such cases the controller, aided by advice from a registered inspection body, will need to justify that decision, see *Transitional arrangements*.

Pre-use inspections

These inspections are carried out only once, unless safety-critical modifications to the amusement device have been made. They are to be completed before the device is first used in this country. This will also apply to second-hand devices brought into the country for the first time. When the inspections have been satisfactorily completed, the amusement device will be issued with a Declaration of Operational Compliance (DOC) by the inspection body issuing the report of the initial test. A DOC will normally be valid for up to one year.

Where a new amusement device has been manufactured to an established mature design the extent of the design review may be limited to those risks that remain unresolved. Such amusement devices will still need to be subject to the other pre-use inspections.

All safety-critical modifications to existing amusement devices need to be subject to the pre-use inspections but only to the extent needed to cover risks affected or created by the modification.

In order to comply with section 6 of the Health and Safety at Work etc Act 1974 the following people need to ensure that the relevant pre-use inspections are completed:

- the designer or manufacturer, if the amusement device was designed or manufactured in Great Britain;
- the supplier of the amusement device including self-supplied amusement devices and controllers selling second-hand amusement devices;
- any person who imports a new or second-hand device (this will frequently be a controller);
- any person who builds their own amusement device or who sells devices to users in this country.

Regardless of who has the responsibility to carry out the inspections, the industry has agreed that a controller

should not use an amusement device, even if they have just bought it, unless the necessary inspections have been carried out by a registered inspection body.

The controller needs a valid DOC issued by a registered inspection body before opening the ride. New rides will be issued with a DOC following the initial test; existing rides will be issued with a DOC following successful thorough examination. The DOC will show that the necessary written reports (these may be summaries or provisional reports) are in place. Any outstanding final written reports need to be forwarded by the inspection body concerned within 28 days of the completion of the work.

Some foreign manufacturers provide information that approximates to the pre-use inspections outlined previously. These reports are not acceptable on their own. The decision as to whether, and how far, they can be relied upon needs to be made by an inspection body registered for the specific type of inspection that the document claims to represent.

In-service annual inspections

The controller needs to ensure that all amusement devices are subjected to an annual in-service inspection, previously known as the thorough examination. This inspection is carried out by a competent registered inspection body and is designed to provide a check on the fitness of an amusement device for further use in accordance with paragraph 99 of HSG175. It does not duplicate the pre-use inspections but rather seeks to determine whether or not the safety-critical aspects of the amusement device have deteriorated to an extent which is liable to cause danger. It also is a general check of the operations manual to confirm that:

- the original pre-use inspections, or risk assessments if the design is mature, have been carried out and documented;
- safety-critical modifications to the amusement device have been subjected to all the necessary inspections.

This also gives the appointed inspection body the opportunity to comment on wider issues that have a bearing on safety. It can check that the amusement device is upgraded where necessary to avoid danger, as advised in technical bulletins issued by the National Association for Leisure Industry Certification (NAFLIC) or guidance from HSE.

Role of the appointed inspection body

In some cases the thorough examination will involve a number of different inspection bodies carrying out inspections on the individual sub-systems of the amusement device, eg mechanical, electrical, hydraulic, etc. Controllers need to nominate one of these inspection bodies as the appointed inspection body whose role is to provide the overall co-ordination of those elements of the

process. If only one inspection body is involved it will automatically become the appointed inspection body.

The appointed inspection body is responsible for carrying out the necessary checks of the operations manual to ensure that the required documentation is complete. The appointed inspection body will also liaise with the controller to decide what individual in-service inspections (e.g. electrical, mechanical) are needed for the amusement device. If the appointed inspection body does not have the necessary skills to carry out all the in-service inspections required then these need to be carried out by specialists in the particular field.

Once all the individual in-service inspections have been completed, the appointed inspection body will give the controller the DOC. Note that it is acceptable for the appointed inspection body to issue the document without the individual inspection reports being in their possession as long as the inspection body has told them that the device has been found to be satisfactory. The required reports should be issued by the inspection body concerned to the appointed inspection body within 28 days.

The controller may operate the device once he has received the DOC. Faxed copies are acceptable for up to 28 days following completion of the work.

The responsibility for the contents of individual inspection reports lies with the inspection body that prepared them. The appointed inspection body is not responsible for the standard of work or competence of other inspection bodies unless sub-contracted by them.

Because controllers manage their thorough examinations in different ways it is possible that individual inspection reports, or pre-use inspection reports with expiry dates, will expire at different times. For these reasons, the expiry date of the DOC will be the expiry date of the individual report which expires first. When the DOC expires, the appointed inspection body will need to have a copy of the next thorough examination (or other expired) inspection report (or have confirmation from the inspection body involved that the device is fit for further use as far as that inspection is concerned) before another DOC is issued.

If the work is carried out by an inspection body agreed between the controller and appointed inspection body, the latter need not re-visit the device for the purposes of confirmation of the inspection.

Documentation

To ensure that all amusement devices receive a consistent standard of inspection reporting, a series of forms corresponding to the various inspections included in the scheme have been drawn up, see later for documentation required for coin-operated children's rides.

All forms will require the inspection body to enter their current registration number in a box provided for that purpose. The following forms have been prepared for use:

- Report of design review;
- Report of assessment of conformity to design;
- Report of initial test;
- Thorough Examination Report (or annual inspection report);
- DOC.

The DOC used by members of the Showmen's Guild of Great Britain will have a tear-off portion which can be displayed in a pay box.

All documentation needs to be kept in the operations manual, which should itself be readily accessible. This should not be taken to mean that it has to be in the pay box or that it needs to be on paper. Computer storage systems may be acceptable for some information, provided that it can be easily accessed and a hard copy produced for inspection if required.

Registration of inspection bodies

Registration is administered for the trade associations of the JAC by NAFLIC. It is based on the requirements of BS EN 45004 and requires inspection bodies to be both independent of any interested parties and competent for the type of work that they carry out. (See section D of HSG175 for further information). The registration of inspection bodies is a central part of the scheme as it enables the industry to set an appropriate framework of standards. These are laid down in the service quality schedules.

Registration requirements

The registration procedure requires all inspection bodies to compile a quality file containing details of their qualifications, experience and other competencies, as required by the service quality schedules. There are currently four schedules corresponding to the types of inspections covered by the scheme. These documents form the framework of standards for inspection bodies.

Once the quality file has been completed, the inspection body signs a declaration stating that the information contained in the file is accurate. Following acceptance of the registration documents the name of the inspection body is added to the register. Inspection bodies need to register on an annual basis and a new registration number is issued accordingly.

Under the terms of the scheme, clients and others, including HSE inspectors, with legitimate interest in the

quality file have a right to look at the document provided that at least 24 hours' notice has been given to the inspection body. Further information on the administration of the scheme can be obtained from NAFLIC.

Complaints system

A complaints system is available for clients and others who wish to question any aspect of the performance of registered inspection bodies or the administration of the scheme itself. All complaints will, in the first instance, be dealt with by NAFLIC on behalf of the industry. An appeals board, comprising members of the JAC, has been set up to allow individual inspection bodies or complainants to appeal against the original decision.

Transitional arrangements

The following administrative arrangements have been drawn up to allow DOCs to be issued for amusement devices when reports of pre-use inspections are not available.

Controllers need to carry out a risk assessment similar to that described in HSG175 paragraphs 20-32 which takes into account the age of the device, accident history and the maintenance records. Details of the assessment should be recorded in the operations manual.

If the controller, aided by advice from an inspection body, finds from the risk assessment that the design has been proved by maturity, then they should record advice received from the inspection body. If the inspection body is unable to confirm maturity of design before a DOC needs to be issued then a written schedule, agreed with the appointed inspection body, should be drawn up programming completion of the steps to confirm maturity. The DOC should be completed by inserting in the design review box 'Maturity of design to be confirmed by start of season XXXX' using the dates shown in Table 1 as guidance.

If the controller aided by advice from the inspection body finds that maturity of design cannot be confirmed then design review is necessary for all or part of the device. The two parties should agree in writing the date for completion of the design review based on the dates shown in Table 1. The appointed inspection body can then complete the DOC by writing in the design review box 'Scheduled for completion - Start of season XXXX'.

If either the controller or the inspection body identifies serious matters which need immediate inspection then the transitional arrangements should not be used and the necessary inspections should be carried out without delay.

The timetable in Table 1 will allow the backlog of work to be dealt with by controllers and inspection bodies.

Table 1

<i>Date of manufacture or importation of amusement device</i>	<i>Completion of pre-use inspections (design review) or confirmation of maturity</i>
1992-1997	Start of season 2001
1984 - 1991	Start of season 2002
1974 - 1983	Start of season 2003
before 1974	Start of season 2004

Appointed inspection bodies will be unable to issue a DOC for an amusement device after the agreed dates unless maturity of design has been confirmed or the design review has been carried out.

Coin-operated children's rides

For coin-operated children's rides, a simplified scheme has been developed in accordance with the steps and checks required by HSG175. The main features of the scheme consist of:

- registration of ride inspection bodies
- requirements for pre-use and in-service annual inspections; and
- the use of a standard DOC form following thorough examination and initial test inspections.

Registered inspection bodies for coin-operated children's rides need to comply with similar, but simplified, registration requirements to other registered inspection bodies. Inspection bodies registered under the main scheme already meet this requirement. The scheme has two separate service quality schedules corresponding to the two inspections required by coin-operated children's rides: the pre-service initial test and the in-service thorough examination.

Inspection bodies are expected to compile a quality file matching the requirements of either, or both, of the service quality schedules, depending on what types of inspection they wish to do, and sign a declaration claiming compliance with the scheme.

Details of registered inspection bodies will be maintained by the British Amusement Catering Trades Association (BACTA), who in turn will pass on the details to NAFLIC. The principal difference from the main scheme is that there is no need for the inspection body to be independent of the operating or ride manufacturing company. This does not mean that the standards for such rides should be lowered, as both inspection bodies and controllers need to follow the guidance in the relevant parts of HSG175.

Controllers need to have the following documentation before they use coin-operated children's rides:

- DOC;
- Report of initial test; and
- Report of thorough examination if ride is over one year old.

Further Reading

Fairgrounds and amusement parks: Guidance on safe practice HSG175 HSE Books 1997 ISBN 0 7176 1174 4

General criteria for the operation of various types of bodies performing inspection BS EN 45004: 1995

Operating kiddie rides: A safety guide BACTA 1998

Safe use of work equipment Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22 HSE Books 1998 ISBN 0 7176 1626 6

Address of NAFLIC is: 2a Grove Parade, Buxton, Derbyshire SK17 9XF.

The future availability and accuracy of the references listed in this information sheet cannot be guaranteed.

Additional copies of this information sheet are available from HSE Books.

Further advice can be obtained from HSE offices (see under Health and Safety Executive in the telephone directory). For other enquiries, ring HSE's InfoLine, Tel: 0541 545500, or write to HSE's Information Centre, Broad Lane, Sheffield S3 7HQ.

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