

Company/Owner Cancels an Amusement or Tramway/Funicular Inspection Request SOP# 112

ELEVATOR & AMUSEMENT DEVICE BUREAU
North Carolina Department of Labor



STANDARD OPERATING PROCEDURE MANUAL

1. PURPOSE and SCOPE

1.1. Purpose

This SOP establishes the procedure that the Company/Owner uses to cancel an Amusement or Tramway/Funicular inspection. This can be made necessary, for example, if the Company/Owner representative cannot be on the inspection site at the agreed upon date and time. This procedure has the goal of enabling the Company/Owner to cancel an inspection.

1.2. Scope

This procedure allows a Company/Owner to cancel one or more inspections. Company/Owner can submit notice of cancellation via email or phone to the Inspector or Back Office

1.3. Regulations

The following statutes, rules and/or codes must be followed while performing this SOP:

1.3.1. N/A

2. PERSONNEL RESPONSIBILITIES

The following is a list of each role who participates in the procedure and the overall responsibilities of each role.

Role	Responsibilities
Company/Owner	<ul style="list-style-type: none">Cancel the inspection.

3. HEALTH AND SAFETY ISSUES

The following health and safety issues may arise if this procedure is not followed correctly and in a timely manner. As available, related Health & Safety regulations and/or procedures are provided for each issue.

Potential Issue	Health & Safety Regulation / Procedure
N/A	

4. PROCEDURE

4.1. Trigger

This procedure is triggered when a Company/Owner needs to cancel an inspection request.

4.2. Primary Procedure - Company/Owner contacts Back Office or Inspector

- 4.2.1. Company/Owner phones the Back Office or Inspector during business hours
- 4.2.2. Company/Owner reports cancellation of one or more inspections
- 4.2.3. Back Office selects Cancel Inspection function
- 4.2.4. System displays a list of all scheduled inspections, including ALN number, date and location
- 4.2.5. User selects the inspection(s) to be cancelled
- 4.2.6. User exits the function
- 4.2.7. End of procedure

5. CUSTOMER SERVICE REQUIREMENTS

The following table lists the customer service requirements that must be satisfied for each Customer of the procedure.

Customer	Requirements
Customer/Owner	They are able to cancel the inspection.

6. DATA AND RECORD MANAGEMENT

6.1. Reports run as part of this procedure

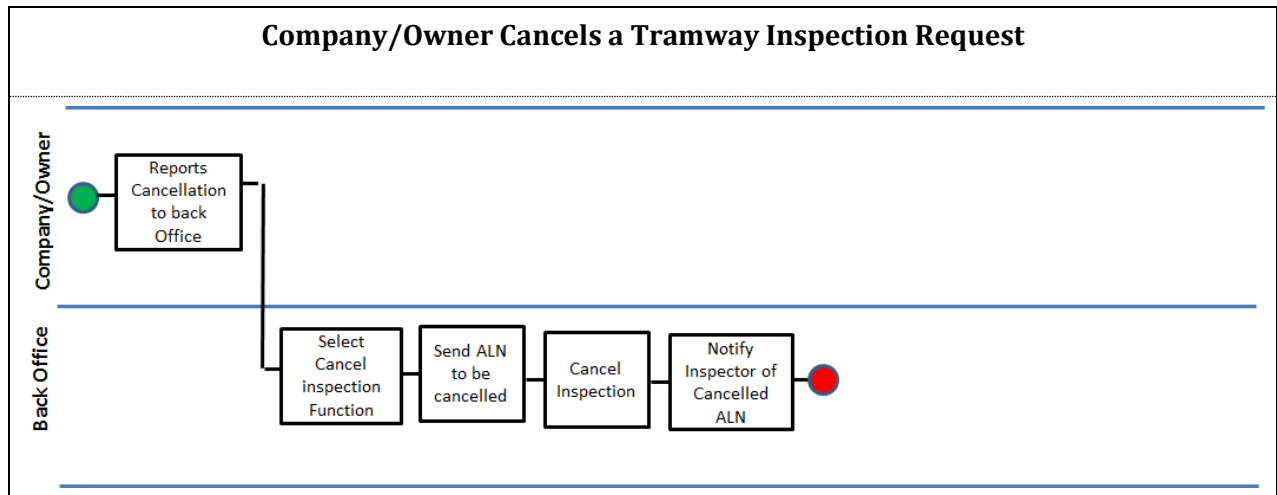
- 6.1.1. N/A

6.2. Storage locations of saved materials

- 6.2.1. Inspection data are maintained in the IMS

Customer: Recipient of Outputs. A recipient can be, for example, a person, system or downstream process

Process: High level graphical depiction of the Primary Procedure



7. Glossary

A glossary of terms used in this SOP is available on the SOP website. It contains acronyms, abbreviations and special terms used in this document.