

Bureau Management Reviews NDT Documentation SOP# 200

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 used to manage Non-Destructive Testing (NDT). Some amusement and tramway devices require annual NDT. In addition, an Inspector may determine that there is need for additional NDT at any time, or a device manufacturer may send a notice that additional testing is required. In all cases, there is a date by which time the testing must be completed. If testing is not completed by that date, the amusement device may not be inspected until the device has passed test. Bureau Management makes the final determination if a device has passed NDT. This procedure has the following goal:

- Provide timely notice that an amusement or tramway device has passed NDT or, if it has failed, alert the Company/Owner.

1.2. Scope

This procedure includes all work required to manage NDT, including:

- Providing notice when NDT is required;
- Providing notice when annual NDT is due;
- Entering test results in the IMS.

1.3. Regulations

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

- 1.3.1. Amusement Device Safety Act
- 1.3.2. Amusement Code Violations List
- 1.3.3. National Electric Code
- 1.3.4. Tramway Device Safety Act
- 1.3.5. Tramway Device Code Violations List
- 1.3.6. B.77 Tramway Code
- 1.3.7. ASTM manual
- 1.3.8. Manufacturer safety bulletin
- 1.3.9. National Electrical Code (NFPA 70)

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
Device Manufacturer	<ul style="list-style-type: none">• Provide notice when NDT is required.
Inspector	<ul style="list-style-type: none">• Note in an amusement or tramway device record when NDT is required.
NDT Testing Company	<ul style="list-style-type: none">• Perform NDT;• Submit report with test results to Bureau Management.
Bureau Management	<ul style="list-style-type: none">• Review NDT results and determine pass/failure;• Note test results in the IMS.

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
If NDT is not performed in a timely manner, an amusement or tramway device could operate with a critical fault resulting in danger to operators and the general public	<ul style="list-style-type: none">• ASTM manual;• Manufacturer safety bulletin.

4. PROCEDURE

4.1. Trigger

This procedure is triggered when an NDT Testing Company has submitted NDT results. This may happen for any of the following reasons:

- The manufacturer issued a bulletin that listed a requirement for additional NDT, and the bureau made the bulletin available to Company/Owners via Bureau list serv;
- An Inspector had determined that additional NDT was required.

4.2. Exception Procedures

4.2.1. N/A

5. CUSTOMER SERVICE REQUIREMENTS

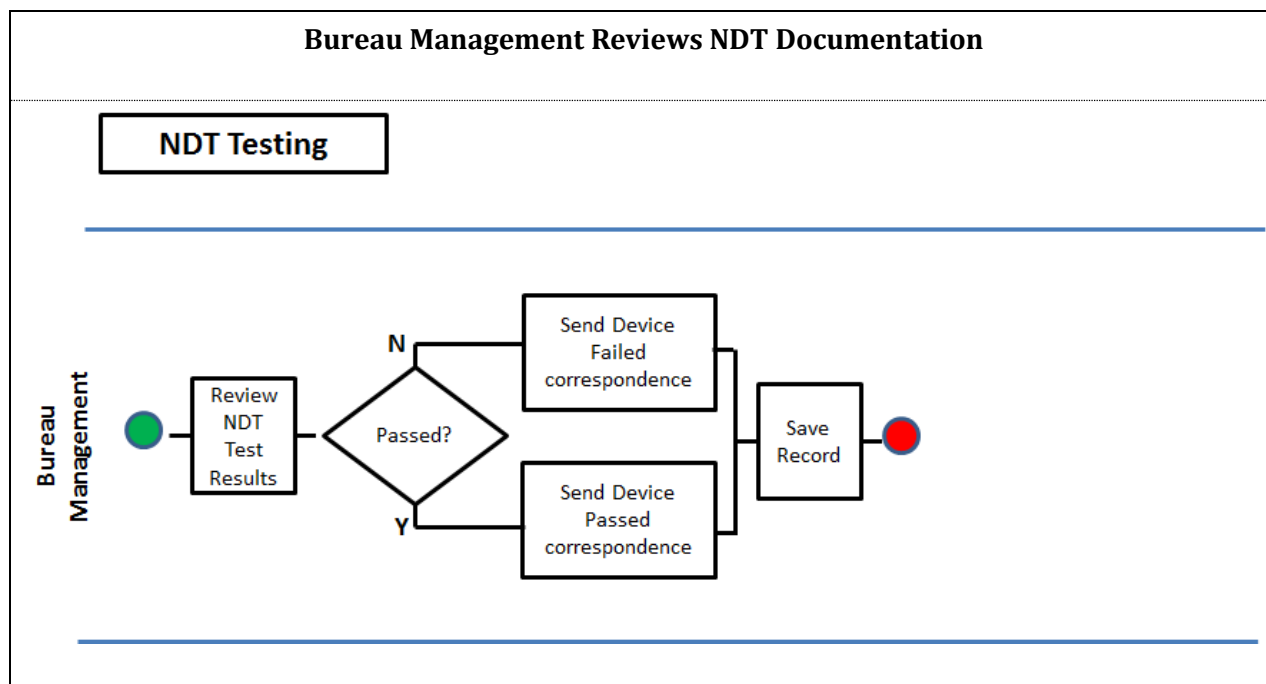
The following table lists the customer service requirements that must be satisfied for each Customer of the procedure.

Customer	Requirements
Company/Owner	NDT results are reviewed and pass/fail status is communicated in a timely manner.
Inspector	NDT results are reviewed

6. DATA AND RECORD MANAGEMENT

6.1. Storage locations of saved materials

6.1.1. NDT test results are maintained by Back Office staff in the NDT file



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.