

# **Response to Damage to an Amusement Device SOP# 201**

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 a Supervisor uses to respond to a report of damage to an amusement device. The response consists primarily of assigning an Inspector to conduct an investigation. This procedure has the following goals:

- Quickly have an Inspector examine damage to determine if the device is still safe to operate;
- Shut down an unsafe device.

## 1.2. Scope

This procedure includes actions taken by the Supervisor to ensure that an Inspector is quickly assigned the task of inspecting an amusement device that may have been damaged.

## 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 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
Supervisor	<ul style="list-style-type: none"><li>• Review available information and determine if any immediate action is required (e.g. calling the Company/Owner representative and ordering that the device be shut down);</li><li>• Assign an Inspector to examine the device and take appropriate action.</li></ul>

### 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
Member of the General Public or device operator experiences physical harm or death	<ul style="list-style-type: none"><li>• Amusement Device Safety Act;</li><li>• Amusement Code Violations List;</li><li>• National Electrical Code (NFPA 70).</li></ul>

### 4. PROCEDURE

#### 4.1. Trigger

This procedure is triggered when a Supervisor learns of possible damage to an amusement device.

#### 4.2. Primary Procedure

- 4.2.1. Supervisor reviews available information
- 4.2.2. Supervisor contacts Company/Owner and if there is reason to suspect that the device may be unsafe orders that the device be shut down
- 4.2.3. Supervisor identifies an available Inspector and assigns them to conduct an inspection within 24 hours
- 4.2.4. 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
Inspector	<ul style="list-style-type: none"><li>• Supervisor provides sufficient information to conduct the required inspection</li></ul>

## 6. DATA AND RECORD MANAGEMENT

### 6.1. Reports run as part of this procedure

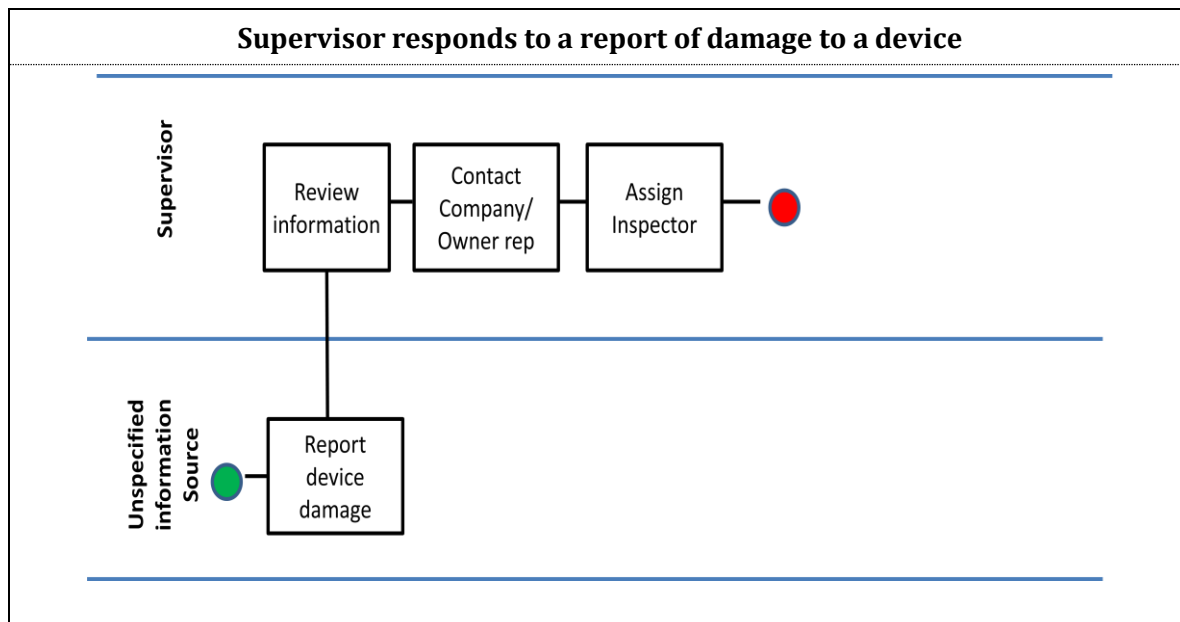
#### 6.1.1. Investigation Report

Optional report that can be run after the investigation is completed

### 6.2. Storage locations of saved materials

#### 6.2.1. Information related to possible damage to an amusement device

This information is recorded in the IMS



## 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.