

# **Inspector Performs an Amusement Inspection SOP# 202**

ELEVATOR & AMUSEMENT DEVICE BUREAU  
North Carolina Department of Labor



STANDARD OPERATING PROCEDURE MANUAL

# **1. PURPOSE and SCOPE**

## **1.1. Purpose**

This procedure establishes the process that Inspectors use when conducting an inspection. This procedure has the following goals:

- Ensure that all devices used are safe;
- Ensure that all inspection fees have been paid;
- Ensure that insurance is up to date.

## **1.2. Scope**

This procedure includes:

- Inspection of all amusement devices;
- Issue a Certificate of Operation for all safe devices;
- Flag all unsafe devices for further inspection;
- Check that all inspection fees have been paid;
- Check with Back Office that appropriate insurance is in place;
- Review all training records, maintenance records, and last inspection report;
- Issue an Inspection Report to the Company/Owner representative.

## **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
Back Office	<ul style="list-style-type: none"><li>• Ensure that insurance is up to date.</li></ul>
Inspector	<ul style="list-style-type: none"><li>• Perform an inspection of each amusement device;</li><li>• Provide the Company/Owner representative with an Inspection Report and one or more Certificates of Operation;</li><li>• Ensure that the owner of each device is known;</li><li>• Ensure that inspection fees have been paid;</li></ul>
Company/Owner representative	<ul style="list-style-type: none"><li>• Provide access to the Inspector(s);</li><li>• Provide information about devices to the Inspector upon request;</li><li>• Request follow-up inspection(s) as needed.</li></ul>
The Company/Owner	<ul style="list-style-type: none"><li>• Pay the inspection fee;</li><li>• Keep insurance up to date;</li><li>• Provide NDT reports as needed.</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

- 4.1.1. This procedure is triggered when a Company/Owner requests an inspection.

### 4.2. Primary Procedure

**Summary:** The Company/Owner requests that an inspection begin on a certain day. The inspection may take one or more days to complete the work. An inspection is kept open until all rides at that location have been inspected. When inspections are complete, the Inspector completes IMS data entry and prints out the necessary paperwork (e.g. Inspection Report, Certificates of Operation). If any devices have not passed inspection, the Inspector notes the violations in the IMS per device even if the device has been repaired. When multiple Inspectors are onsite, they all can inspect devices from the same Customer/Owner but only the Lead Inspector will enter the results of the inspections into the IMS.

- 4.2.1. Inspector receives the Advance Location Notice
- 4.2.2. Inspector schedules the inspection
- 4.2.3. Inspector reviews manuals and bulletins
- 4.2.4. Inspector arrives onsite and confirms that payment made by the Company/Owner matches the payment indicated by the IMS
- 4.2.5. Inspector visually inspects the State ID# of every amusement device onsite to ensure that they are correct.
- 4.2.6. Inspector inspects one or more devices, and records violations and other information manually (e.g. with pen and paper). Inspector writes a description of the violation on a card and leaves it at the device with the operator. (If the violation can be resolved by the end of the inspection period, then it is considered to have passed inspection.)
- 4.2.7. At the end of each device inspection, the Inspector questions the operator to evaluate competency. If the Inspector finds that the operator is not competent to operate the ride, the Inspector tells the Owner/Operator representative to train the operator or else to replace the operator before operating the device.
- 4.2.8. As needed (e.g. at the end of a work day or when inspections are completed), Inspector opens the current inspection in the IMS and enters inspection data
  - 4.2.8.1. Inspector corrects any information that is not correct (e.g. location)
  - 4.2.8.2. Inspector enters violations (if any) along with comments per violation as needed
  - 4.2.8.3. Inspector optionally enters a note that pertains to the device, but not to the specific inspection
  - 4.2.8.4. When all devices have passed inspection, the Inspector indicates to the IMS that data entry is complete
  - 4.2.8.5. Inspector reviews and updates inspection data as needed (e.g. as indicated by the IMS) to make it correct
  - 4.2.8.6. The Inspector accepts the data, at which point:

- 4.2.8.6.1. The Inspector prints an Inspection Report
- 4.2.8.6.2. The Inspector prints or writes by hand a Certificate of Operation for each device that has passed inspection and attaches it to the device
- 4.2.9. When there are multiple Inspectors onsite, the Lead Inspector visually checks every device that has passed inspection to ensure that it has a Certificate of Operation
- 4.2.10. The Inspector issues a copy of the Inspection Report to the Company/Owner representative and describes any violation(s) that have been found
- 4.2.11. End of procedure

#### **4.3. Alternative Procedure – Device is not on the Advance Location Notice**

- 4.3.1. Inspector encounters a device that was not on the Advance Location Notice
  - 4.3.1.1. Inspector enters the device in the IMS as an additional device at the site
  - 4.3.1.2. Inspector confirms Company/Owner, insurance and fees paid
- 4.3.2. When Owner and insurance have been confirmed, Inspector conducts a standard inspection

#### **4.4. Alternative Procedure – Problem with State ID# tag**

- 4.4.1. Device never had a State ID# tag
  - 4.4.1.1. The Inspector has the Company/Owner representative place a new tag on the device
  - 4.4.1.2. The Inspector enters the new tag State ID# into the IMS
- 4.4.2. Device has lost its State ID# tag
  - 4.4.2.1. The Inspector places a new tag on the device
  - 4.4.2.2. The Inspector enters the new tag State ID# in the IMS
- 4.4.3. Device has two State ID# tags
  - 4.4.3.1. The Inspector removes the older tag
  - 4.4.3.2. The Inspector retires the older tag State ID# in the IMS
- 4.4.4. A tag does not match what the Company/Owner provided in the Advance Location Notice
  - 4.4.4.1. The Inspector searches the IMS for the State ID# they found on the device.
  - 4.4.4.2. If the device is correct but the State ID# tag is not, the Inspector corrects the State ID# in the IMS
  - 4.4.4.3. If it is a different device, the Inspector changes the IMS device record to match what is actually there
  - 4.4.4.4. If it is a retired tag, the Inspector searches for the new tag and uses it (and removes the retired tag)
  - 4.4.4.5. If the tag was originally on a different device, then the Inspector assumes that the tag was moved from one device to another, removes the tag and issues a new tag. The old tag is retired.

#### **4.5. Alternative Procedure – Alternatives to completing the inspection report**

- 4.5.1. At any time the Inspector can save partial work in the IMS for later completion

#### **4.6. Alternative Procedure – Company/Owner has under- or overpaid**

- 4.6.1. If the Company/Owner owes money
  - 4.6.1.1. Inspector informs Company/Owner representative that money is due
  - 4.6.1.2. Company/Owner representative calls Budget office and pays the invoice
  - 4.6.1.3. Inspector verifies that the invoice has been paid (e.g. over the phone with the budget office)
  - 4.6.1.4. Inspector carries out the inspection
- 4.6.2. If the Company/Owner has overpaid
  - 4.6.2.1. Inspector completes the inspection by printing an Inspection Report and Certificates of Operation. Inspector attaches the Certificates of Operation to their respective devices and issues the Inspection Report to the Company/Owner representative
  - 4.6.2.2. Inspector informs Company/Owner representative of the overpayment and tells them to contact the Budget Department
  - 4.6.2.3. Budget Department makes note of the overpayment in the IMS

#### **4.7. Alternative Procedure – Device fails to pass inspection**

- 4.7.1. One or more devices does not pass inspection (i.e. the violation cannot be resolved in the available time) and the Company/Owner representative wants a re-inspection so that they can use the device
  - 4.7.1.1. Company/Owner arranges for repair of the device
  - 4.7.1.2. Company/Owner representative pays a re-inspection fee and then schedules for a return inspection with the Inspector

## 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>Inspector arrives for the inspection at the scheduled time.</li></ul>
Company/Owner	<ul style="list-style-type: none"><li>Arrive ready for inspection at scheduled time and location.</li></ul>

## 6. DATA AND RECORD MANAGEMENT

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

#### 6.1.1. Inspection Report

The report that is printed onsite at the end of an inspection.

#### 6.1.2. Certificate of Operation

The Inspector prints a Certificate of Operation for each amusement device that passes inspection and places them on each device

#### 6.1.3. State ID#

When the Inspector puts a new State ID# tag on a device or removes one from a device, the change is noted in the IMS.

### 6.2. Storage locations of saved materials

#### 6.2.1. Inspection data

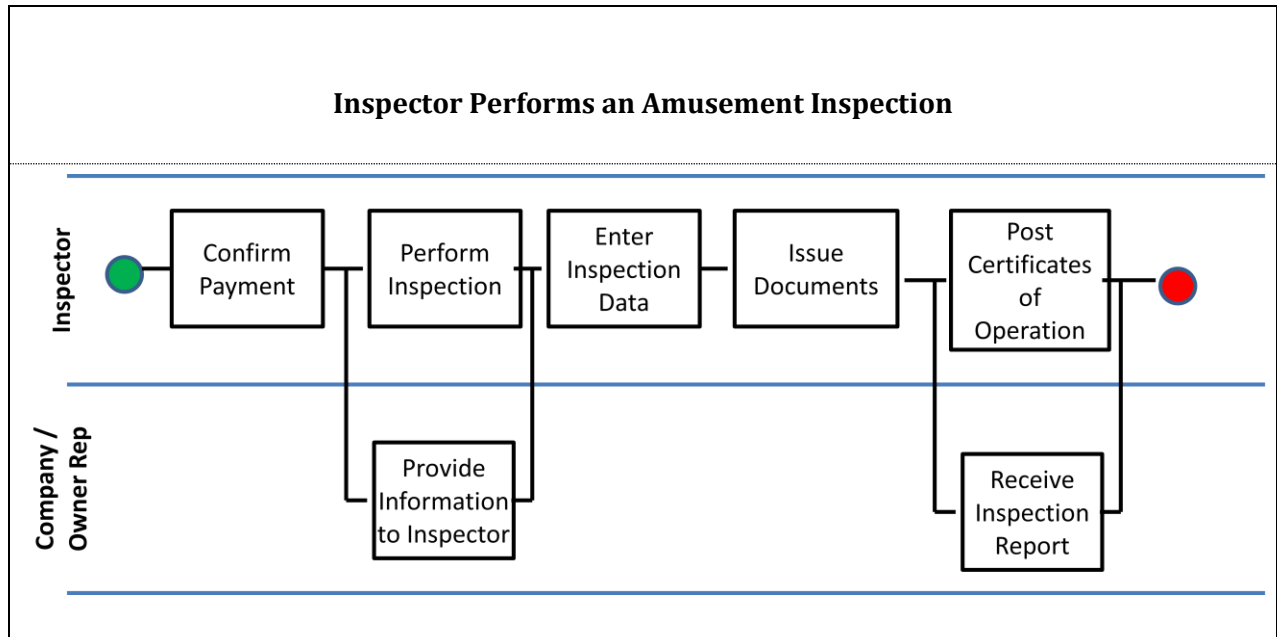
Inspection data are maintained in the IMS

#### 6.2.2. Inspection Report

The Company/Owner representative keeps this

#### 6.2.3. Certificates of Operation

The Inspector posts a certificate on each device before it is put into operation



## 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.