

Inspector Performs Re-Inspection SOP# 204

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 inspectors can use to perform a re-inspection. A re-inspection occurs when an amusement device has not passed inspection and the Company/Owner has requested a re-inspection for another day. This procedure has the following goal(s):

- Give the Owner/Operator an opportunity to fix a problem and get their equipment operating;
- Ensure that the amusement device is functioning properly before going into service.

1.2. Scope

This procedure includes the re-inspection of an amusement device, payment of an inspection fee, and issuance of a Certificate of Operation for any device that has passed inspection.

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
Inspector	<ul style="list-style-type: none">• Ensure that the Company/Owner has paid the re-inspection fee;• Perform the re-inspection;• Record results in the IMS;• Issue a Certificate of Operation for any device that has passed inspection.
Company/Owner representative	<ul style="list-style-type: none">• As needed, arrange for payment of the fee;• Accept the Certificate of Operation if the device passes 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
Member of the General Public or device operator experiences physical harm or death	Amusement Device Safety Act Amusement Code Violations List

4. PROCEDURE

4.1. Trigger

This procedure is triggered when an amusement device has not passed inspection, the Company/Owner requested a re-inspection for another day, and that day has arrived.

4.2. Primary Procedure – All devices pass re-inspection

- 4.2.1. Inspector arrives onsite, selects the current inspection in the IMS and verifies that the current re-inspection fee has been paid
- 4.2.2. Inspector performs the re-inspection on each device that requires it and determines that the violation(s) have been remedied
- 4.2.3. Inspector reviews the report, corrects data as needed and accepts the data
- 4.2.4. Inspector prints a Certificate of Operation for every device that has passed re-inspection and posts it on the device
- 4.2.5. Inspector prints the Re-Inspection Report and issues it to the Company/Owner representative
- 4.2.6. End of procedure.

4.3. Alternative Procedures – Current re-inspection fee has not been paid

- 4.3.1. If needed, the Inspector prompts the Company/Owner representative to contact the Budget Office and pay the current re-inspection fee
- 4.3.2. When the Inspector has verified that the fee has been paid, they carry out the re-inspection

4.4. Alternative Procedures – Device fails re-inspection

- 4.4.1. Inspector performs the re-inspection on each device that requires it and determines that one or more violation(s) remain
- 4.4.2. Inspector prints the Re-Inspection Report, issues it to the Company/Owner representative and describes any violation(s) found

4.5. Exception Procedures

4.5.1. 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 representative	<ul style="list-style-type: none">• If needed, they are able to make their payment quickly and easily• They receive clear information from the Inspector about any violation(s) found and the corrections that they must make.

6. DATA AND RECORD MANAGEMENT

6.1. Reports run as part of this procedure

6.1.1. Re-Inspection Report

A Re-Inspection Report that lists inspection information only for re-inspected devices

6.1.2. Certificate of Operation

The Inspector prints a Certificate of Operation for each amusement device that passes re-inspection

6.2. Storage locations of saved materials

6.2.1. Re-inspection data

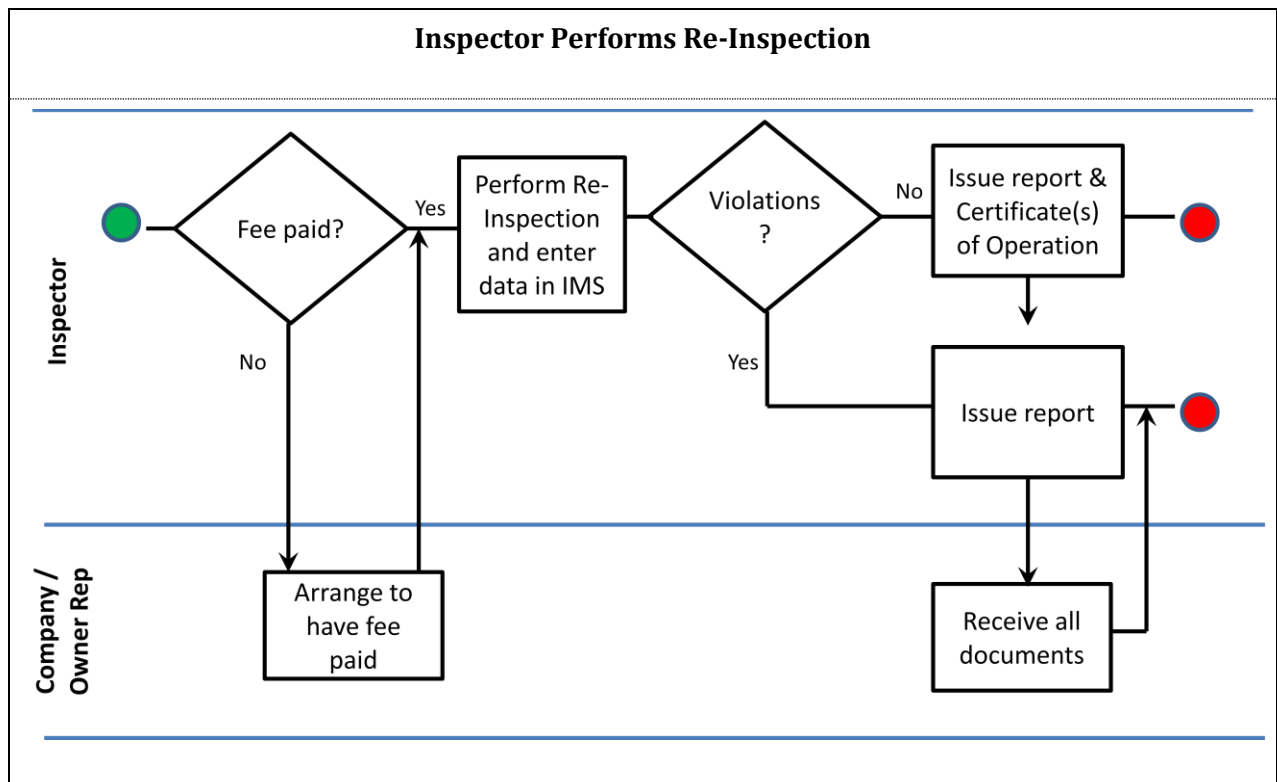
Re-inspection data are maintained in the IMS

6.2.2. Re-Inspection Report

The Company/Owner representative keeps this item

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.