

Inspector Performs a Safety Check and Operational Check SOP# 205

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 random operations and safety check of amusement devices. This is done after all inspections are completed and confirms that rides are being operated as required. When problems are found, the Inspector can take actions ranging from immediate correction of device operator actions to shut down of a device.

This procedure has the goal of ensuring that all amusement devices are used according to current rules and statutes.

1.2. Scope

This procedure includes inspections for amusement device safety and correct operations. If the inspector finds a safety or operational problem with an amusement device, they are expected to fill out an Operational Check form and, depending on circumstances, shut down the device.

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">• Perform the safety and operational inspection• Issue an Operational Check form
Company/Owner representative	<ul style="list-style-type: none">• Correct flaw in procedure or device as needed

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 a Fair has 15 or more amusement devices and will run for at least four days, or when the Supervisor or Inspector chooses to perform as a random surprise audit. This is done after all inspections are completed and confirms that rides are being operated as required.

4.2. Primary Procedure – No operational or safety issues are found

- 4.2.1. Inspector arrives at the site or completes an inspection and then performs an operational and safety inspection, ensuring that all inspection topics included on the Operational Check form are covered
- 4.2.2. When inspections are completed and no issues are found, the Inspector fills out one Operational Check form for all Company/Owners present and sends to Back Office.
- 4.2.3. End of procedure

4.3. Alternative Procedure – Operational or safety issue is found

- 4.3.1. When an operational or safety issue is found, the Inspector fills out one Operational Check form and sends to Back Office.
- 4.3.2. The Inspector describes the issue to the responsible Company/Owner representative
- 4.3.3. The Inspector may interact directly with device operator and/or attendant to correct procedure or device.
- 4.3.4. Depending on what was found the Inspector may issue a spoken warning and leave the device operational, or issue a Shut Down Order and propose a penalty. See SOP# 263.

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	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

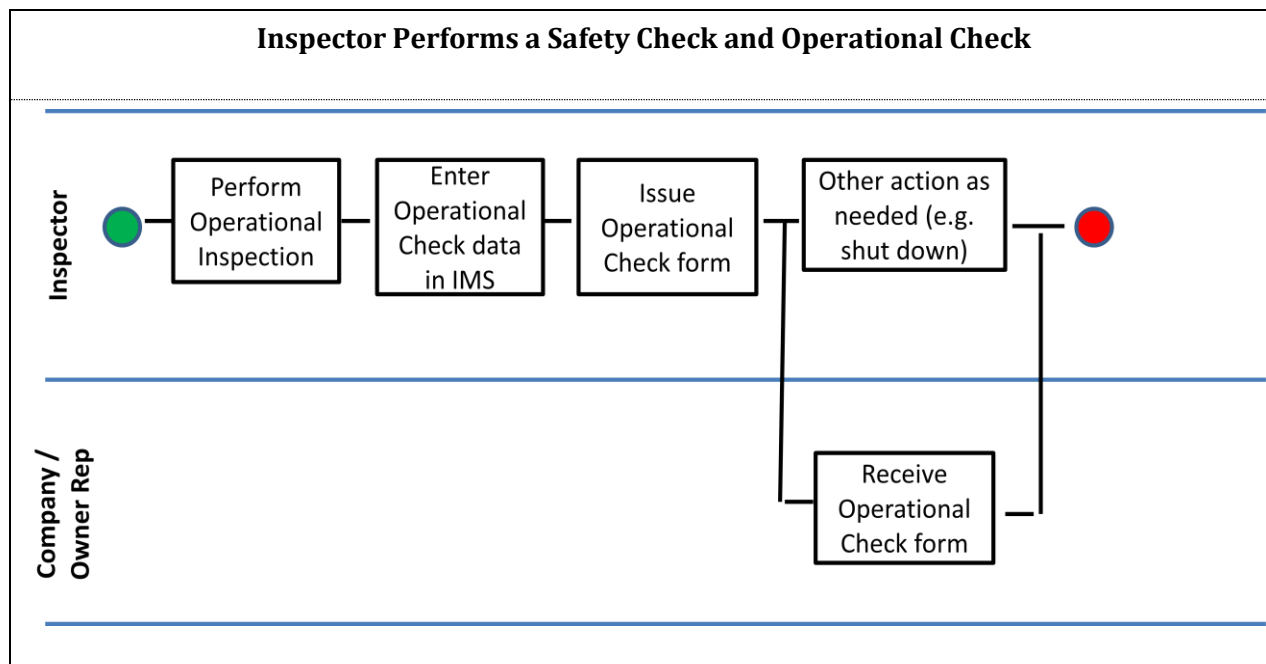
6.1.1. Operational Check form

A form that records the results of the Operational and Safety Check, the responsible Company/Owner, and any actions taken by the Inspector.

6.2. Storage locations of saved materials

6.2.1. Operational Check form data are sent to Back Office and saved on the F Drive.

6.2.2. The Company/Owner representative keeps a printed copy of the Operational Check form.



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.