

Company/Owner Provides Amusement Device or Tramway/Funicular Data Update SOP# 208

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 Company/Owners use to provide the required update of their device data. This update must be completed after as needed. Company/Owners use the IMS public interface to do this update. This procedure has the goal of enabling Company/Owners to provide the data without participation of Back Office staff.

1.2. Scope

This procedure includes all of the steps a Company/Owner must take to perform the update of their device data. The update is done online via IMS public access. It includes update of both company and device data. It also includes notification of Purchase or Sale when a device has been purchased or sold. Company/Owner has the option of obtaining a pdf copy of the updated data.

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. Tramway Device Safety Act

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
Company/Owner	<ul style="list-style-type: none">• Perform the update when needed;• Ensure that data is correct.

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
N/A	

4. PROCEDURE

4.1. Trigger

This procedure is triggered when a Company/Owner wants to update data to operate amusement or tramway/funicular device(s) in North Carolina. The Company/Owner must have already registered to use the IMS public interface before using this procedure.

4.2. Primary Procedure

- 4.2.1. Company/Owner (User) navigates to the IMS public interface in their browser and then logs into the Authorized Users section
 - 4.2.1.1. User selects Authorized User login
 - 4.2.1.2. User enters id and password
 - 4.2.1.3. System validates id and password
 - 4.2.1.4. System determines the type of Authorized user they are and displays the home page for that user type (e.g. Amusement Company/Owner)
- 4.2.2. User selects the Data Collection function
- 4.2.3. System presents a Data Collection data entry screen with the Company/Owner's current information displayed
- 4.2.4. User selects Update Company/Owner data
- 4.2.5. System makes Company/Owner data fields available for edit
- 4.2.6. User updates Company/Owner data (e.g. contact information)
- 4.2.7. User indicates that Update Company/Owner data entry is complete
- 4.2.8. User selects Update Device Data
- 4.2.9. System makes Amusement Device data fields available for edit
- 4.2.10. User updates existing Device Data by selecting a device and changing specific information related to it.
- 4.2.11. User indicates that Update Device Data entry is complete
- 4.2.12. User selects Delete Device
- 4.2.13. System displays Delete Device data screen with a list of all devices available for edit
- 4.2.14. User indicates which device(s) to remove from the list
- 4.2.15. If User indicates that they no longer have a device but they did not fill out a Notification of Purchase or Sale form at the time of transfer, they must provide Notification of Purchase or Sale form to Back Office..
- 4.2.16. User indicates that Delete Device data entry is complete

4.2.17. User indicates that all data entry is complete

4.2.18. User exits function

4.2.19. End of procedure

4.3. Alternative Procedure – State ID# of device is not available

This alternative procedure is triggered when no State ID# is available for a device that Company/Owner is adding to the record.

4.3.1. System displays an Add New Device data screen

4.3.2. User is unable to enter the State ID# of the new device because the ID is not available

4.3.3. User enters "New" in the State ID# field

4.3.4. The Inspector assigns a State ID# to the device in the field

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	<ul style="list-style-type: none">• Online forms allow entry of all relevant data;• Pdf file of updated information is available.

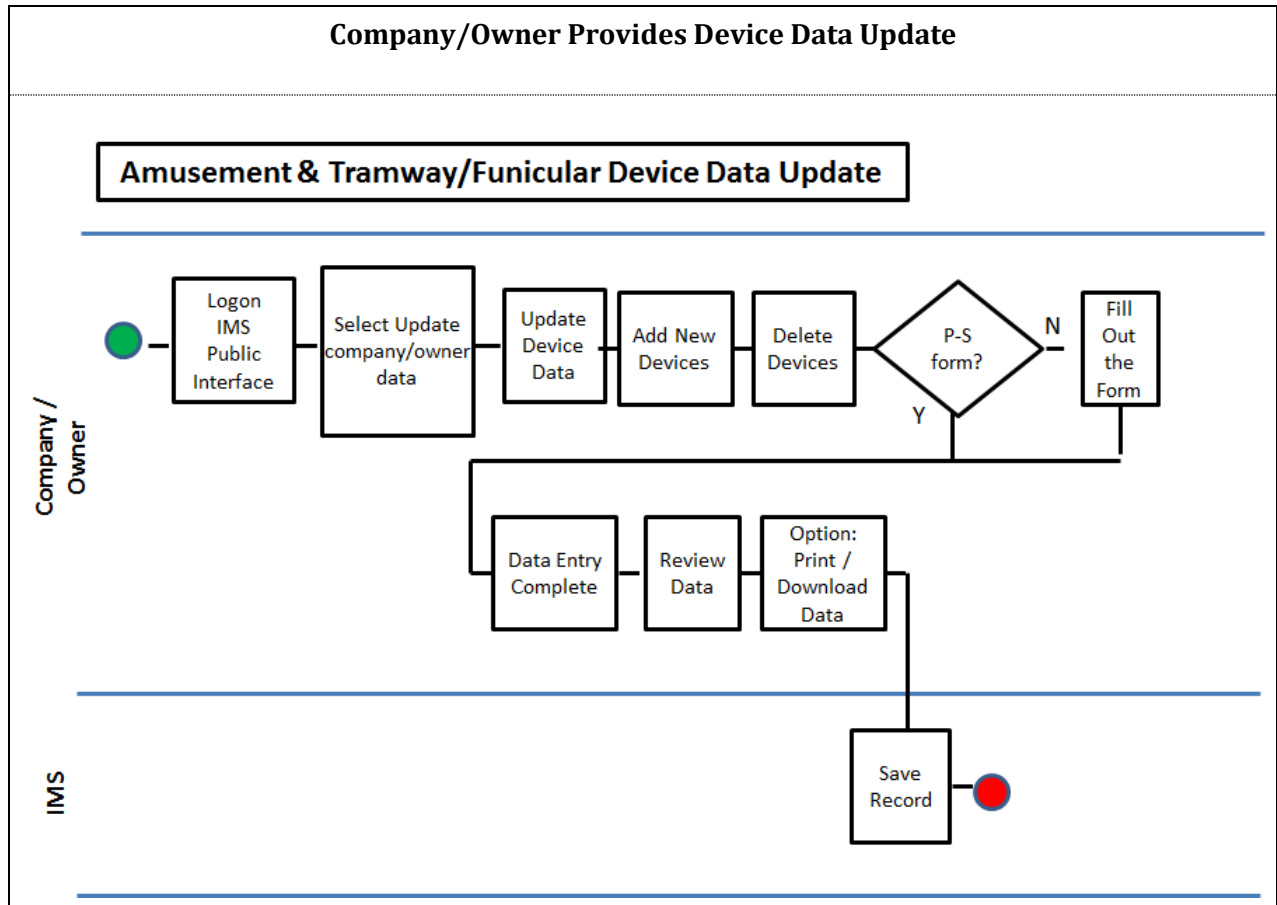
6. DATA AND RECORD MANAGEMENT

6.1. Reports run as part of this procedure

6.1.1. N/A

6.2. Storage locations of saved materials

6.2.1. All data entered by IMS public access are maintained within 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.