



RULES FOR THE REGISTRATION OF BODIES PERFORMING INSPECTION OF COIN OPERATED MACHINES WITHIN THE A.D.I.P.S. SCHEME

SERVICE QUALITY SCHEDULE

STATIC RIDES: PART 1 INITIAL TEST PART 2 THOROUGH EXAMINATION.
MINI CARS: PART 3 INITIAL TEST PART 4 THOROUGH EXAMINATION
SIMULATORS: PART 5 INITIAL TEST PART 6 THOROUGH EXAMINATION

1 Introduction

This service quality schedule deals with the registration of bodies performing inspections of Coin operated Children's Rides and Simulators within ADIPS. scheme.

Static Rides	Part 1. Initial Test	Part 2. Thorough Examination
Mini cars	Part 3. Initial Test	Part 4. Thorough Examination
Simulators	Part 3. Initial Test	Part 6. Thorough Examination

An Inspection Body claiming compliance with this schedule, may be permitted to provide test services in support of the ADIPS. Scheme.

The minimum criteria for an Inspection Body registered under this Scheme, shall be defined by this document.

2 Definitions

- 2.1 *Initial Test* . To confirm that the device operates in accordance with the manufacturers specifications .
- 2.2 *Thorough Examination* . The procedures, tests and investigations to decide whether a device may continue to operate.
- 2.3 *Inspection Body* .The Body that performs the above tests.
- 2.4 *Amusement device* . A ride, machine, contrivance, structure or other such equipment including side stall and sideshow, tent, booth or similar enclosed structure, which is installed or erected and operated for or in connection with the amusement or entertainment of the public.
- 2.5 *Coin Operated Children's Rides* (See BACTA GUIDANCE)
- 2.6 *Coin Operated Children's Mini Car* . (See BACTA GUIDANCE)

2.7 *Coin Operated Simulator* or similar device (See BACTA GUIDANCE)

2.8 *Controller* . The person or organisation having overall control including responsibility for maintenance and safe use of the device.

2.9 *Frequent Supervision* . Daily contact with a Technical Superior

3 Services provided by an Inspection Body under this Schedule

3.1 To carry out tests of devices described above as follows:-

3.1.1. To determine whether, at the time and place of the tests the systems of a newly constructed or imported device operate in accordance with the design specification and in compliance with appropriate Legislation, Regulations, Codes of Practice, National or International Standards, BACTA Guidance or Amusement Device Certification Schemes.

3.1.2. To examine a Coin Operated device to detect potential defects, particularly those which are, or may, become a source of danger.

3.1.3. To report to the designer, manufacturer, controller, the result of the tests of the ride and to specify any necessary action, or recommendations.

3.1.4. To report to others, as required by Legislation, Regulations, Codes of Practice, National or International Standards, BACTA Guidance or Amusement Device Certification Schemes.

4 Organisation

In implementing this Schedule, the following points are emphasised:-

4.1 The Inspection Body shall employ competent personnel, able to resolve any complications, likely to arise in the tests.

4.2. The Inspection Body shall have, or shall document means of access to:

4.2.1. Sufficient trained personnel with appropriate qualifications or experience in the necessary discipline

4.2.2. Suitable and sufficient measuring and test equipment to enable tests to be carried out in a proper manner.

4.2.3 Measuring, Test and Specialist Equipment for the monitoring of, any systems related to, or within the coin operated device.

4.2.4. Manufacturers Manuals relating to any measuring, test, and specialist equipment.

4.2.5. Manufacturers Manuals and recommended inspection procedures, relating to a coin operated device.

4.2.6 Access to all previous reports relating to the ride.

4.3 Up to date copies of BACTA Guidance, relevant codes, standards, regulations, Certification Schemes etc., necessary to carry out the tests shall be held by the inspection body and the inspection body shall maintain an itemised list of these documents. This itemised list should be kept for a minimum period of 10 years.

5 Inspector Qualification

Engineering Technician (or equivalent) or with a relevant engineering apprenticeship, or similar followed by a minimum of five years relevant experience, of which at least three years must have been spent working within the testing of Coin operated devices.
or

Employed for three years in testing of Coin operated devices. A person in this category will require frequent supervision.

6 Inspectors

6.1 All Inspectors shall be assessed, by the inspection body, regarding their knowledge of legislation, BACTA Guidance regulations, Codes of Practice, National or International standards and examination and inspection techniques.

6.2 Inspectors in training shall be able to undertake appropriate tasks, but shall be supervised.

6.3 Minimum age for an Inspector shall be 21 years.

7 Restrictions

7.1 Any task found to be outside the field of competence, of any inspector except by documented consultation with a person having the appropriate qualifications and experience.

7.2 Any modification found, or changed to operating parameters that may affect the integrity of a Coin operated device, must be referred back to the Inspection Body, or original equipment Manufacturer.

7.3 Any none routine inspection procedures, must only be carried out after consultation with, and the documented approval of a relevantly qualified person.

7.4 Any technique or calculations that are not laid down in appropriate legislation, BACTA Guidance, regulations, code of Practice, National or International

Standards, or Amusement Device Certification Schemes, shall not be carried out without documented approval of a relevantly qualified person.

- 7.5 Qualifications and experience shall be such that the Inspector is able to detect any defects which the examination is intended to discover.

8 Training

- 8.1 The Inspection Body shall ensure that the Inspector receives documented induction and supplementary periodic training.
- 8.2 Induction training shall provide that all Inspectors shall complete a period with experienced Inspectors, covering Coin operated device failures, cause of accidents, repairs and modifications.
- 8.3 Training shall provide a working knowledge of :-
- 8.3.1 Legislation, Regulations, Codes of Practice, National or International Standards, BACTA Guidance, and Amusement Device Certifications Schemes.
- 8.3.2 Safety Regulations and Good Practice.
- 8.3.3 Design, Construction, Inspection, Maintenance, together with Operational Consequences of Defects and Common problems relating to Children's Rides.
- 8.4 On completion of any element of training, the training and understanding of each individual such be reviewed and assessed.

9 Reporting

In implementing the requirements of the schedule, the following points are emphasised:-

- 9.1 All reports shall clearly state the Legislation, Regulations, Codes of Practice, National or International Standards, BACTA Guidance and Amusement Device Certification Scheme, under which the tests were carried out.
- 9.2 All reports shall clearly convey the extent and scope of the tests.
- 9.3 All reports shall clearly state any areas within the defined scope where a test was not undertaken and recommend necessary action.
- 9.4 All reports shall clearly highlight defects and outline any action recommended.

- 9.5 All reports shall clearly state any actions to be taken before the device is allowed into service.
- 9.6 The responsibilities and authority, of each and every Inspector involved in the specific test, shall be listed in any report
- 9.7 On detection of a serious defect, which may present a danger, a written report shall be given, immediately, to the controller, if the device is in operation. This may take the form of a recommendation to withdraw the device from use. This report should be receipted in writing, or failure to receipt should be recorded.
- 9.8 If a defect is found, with respect to a device in operational use the report shall state the date until which the device may operate, before the defect is rectified or modified. The facility for the above must be fully documented. (see Rules of Procedure for issuing and Resolution of Urgent Defect Reports)
- 9.9 Any defect having design implications, should be reported to the original equipment manufacturer, or Inspection Body. (see Rules of Procedure for issuing and Resolution of Urgent Defect Reports)
- 9.10 A written report shall be submitted within 28 days of the completion of an inspection.
- 9.11 The controller shall be notified if all, or part, of the inspection was not possible.

10 Records

In implementing the requirements of this schedule, the following points are emphasised:-

- 10.1 The Inspection Body shall keep records of tests for a minimum of 10 years.
- 10.2 After the termination of service of any Inspector, his/her training record shall be kept for a minimum of 10 years.
- 10.3 All reports shall be of a retrievable nature, computer held copies are allowable.