

Amusement Device Inspection
Procedures Scheme



Amusement Device Inspection Procedures Scheme (ADIPS)

Scheme Document for the inspection and certification of amusement devices

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1. ADIPS and Stakeholders

- 1.1 ADIPS (the Scheme) covers the inspection and certification of Amusement Devices in the UK. It recognises the importance of independent inspection in assuring the safety of amusement devices. It provides reassurance to controllers, users and regulators of amusement devices and promotes the adoption of best practice and compliance with Health and Safety legislation.
- 1.2 More specifically it covers:
 - a) Types of inspection required for amusement devices
 - b) Registration and administrative control of inspection bodies (IB's)
 - c) Certification of amusement devices
 - d) Documentation required by amusement device operators
- 1.3 The Scheme is managed by the Executive committee of the Amusement Device Safety Council (ADSC),
- 1.4 The Scheme is also supported by the Health and Safety Executive (HSE).
- 1.5 The Scheme is administered and operated by:

ADIPS Ltd.
North East BIC
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Wearfield
Sunderland
UK
SR5 2TA

Tel: +44 (0)191 516 6381
Email: office@adips.co.uk
Website: www.adips.co.uk

Note: ADIPS Ltd. trades as ADIPS.

Note: Words denoting the ADSC, ADIPS or the Scheme shall, where the context admits, have the same meaning in relation to any provisions of the Scheme Document.

Note: *the pre-use and in-service inspection of unattended children's rides is conducted under a separate but connected ADIPS scheme supported by the HSE and administered by BACTA, the amusement machine trade association. A short description of the requirements of that scheme are included at Appendix 4. Full details can be obtained from BACTA, 29-30 Ely Place, London EC1N 6TD Tel: 0207 730 6444 email theresa@bacta.org.uk.*

2. Introduction

- 2.1 ADIPS Registered Inspection Bodies (RIB's) provide inspection activities to duty holders who have responsibilities for the health and safety of persons, including managing and controlling risks and having amusement devices

properly maintained and inspected. The process, requirements and responsibilities for RIB's are set out in the Scheme Document.

- 2.2 The Scheme is based on effective procedures for the registration of inspection bodies (IB's) and the amusement devices they inspect. These procedures are administered by ADIPS Ltd. and operated under a Certified Quality Management System to *ISO 9001* – Certificate No: FS 78762 issued by BSI for the following scope:

To monitor and control the provision of inspection and certification services to the fairground and amusement park industry

- 2.3 These procedures set out in the Scheme Document are in place to ensure that amusement devices are checked for safety by competent people before they are first used, and on the annual in-service inspection required to operate safely throughout their working life.
- 2.4 It is a requirement of the Scheme that inspection is carried out only by RIB's. The method of inspection is an important factor for the continued safe use of an amusement device. It is recognised that inspections not carried out in a competent and diligent manner may substantially reduce the quality of safe operation.
- 2.5 The initial step to becoming a RIB is to complete an application and submit to ADIPS. These forms are available on the ADIPS website, www.adips.co.uk.
- 2.6 IB's applications to join the Scheme are subject to initial assessment and reassessment whenever material changes to information contained in their application takes place.
- 2.7 All inspection personnel within an IB shall also be registered in accordance with the requirements of the Scheme.
- 2.8 On successful completion of the registration process, the IB is accepted into the Scheme as an RIB and is subject to the Scheme's compliance/audit assessment process.

3. Scheme Document

- 3.1 The Scheme Document shall be used to define the terms and conditions of registration under the Scheme of RIB's performing inspection and certification of amusement devices, which must be accepted prior to inclusion on the ADIPS register.
- 3.2 The Scheme Document provides the ADIPS Register Rules for Registration and clarification in relation to RIB's first entering the register, on-going requirements, inspection, sanctions, conditions and communications.
- 3.3 The Scheme Document should be used to guide and inform stakeholders on the interpretation that will be applied in relevant circumstances by ADIPS.
- 3.4 The Scheme Document is an umbrella document, supplemented by many sets of rules and guidelines, which extend it, support it or explain it and may be amended from time to time by the ADSC. The interpretation of the

Scheme Document is as determined by the ADSC from time to time in its sole discretion.

- 3.5 The primary guidance document is HSG 175 Fairgrounds and amusement parks – Guidance on safe practice.
- 3.6 Where a reference is made to a publication the current issued version is being referred to. The following standards and documents contain rules, policies and guidance which are incorporated by reference into the Scheme Document where relevant.
- a) BS EN ISO/IEC 17020 – Conformity assessment. Requirements for the operation of various types of bodies performing inspection
 - b) ISO 17842 – Safety of amusement rides and amusement devices
 - c) BS EN 13814 - Safety of fairground machinery and structures
 - d) BS EN 14960 – Inflatable play equipment – Safety requirements and test methods
 - e) UKAS RG0 – Guidelines on the competence of personnel undertaking engineering inspections
 - f) Rules of the Amusement Device Safety Council (ADSC)
 - g) ADSC Disciplinary, Appeal and Registration Panel Rules
 - h) ADSC Advice Series Guidance
 - i) Technical and safety bulletins issued by the industry, regulator or manufacturers.
 - j) ISO 9712 – Non-Destructive Testing

4. Responsibilities

- 4.1 The ADSC is responsible for supervising and overseeing ADIPS, including the management and running of the scheme by ADIPS.
- 4.2 ADIPS is responsible for the management, implementation and enforcement of the scheme under the instruction of the ADSC.
- 4.3 ADIPS staff are responsible for checking that IB's and the amusement devices they inspect are being registered according to the Scheme Document.
- 4.4 Compliance/audit of RIB's is undertaken as appropriate by external consultants appointed by ADIPS, who are trained and experienced in the relevant standards and inspection processes.
- 4.5 The RIB is solely responsible for the competence of its inspectors and inspection integrity. The RIB must be able to demonstrate it is fully conversant with the contents and requirements detailed in the Scheme Document and all other factors that could affect inspection and certification of an amusement device.

4.6 General Communications

- 4.6.1 ADIPS will use electronic means of communication with RIBs as the preferred method of communication.
- 4.6.2 It will be assumed that the email address provided is that of the responsible person for the RIB.
- 4.6.3 The RIB shall advise ADIPS of any contact changes within 5 working days.
- 4.6.4 The RIB is responsible for monitoring all communications and responding promptly to content as required.
- 4.6.5 The RIB is responsible for internal communications to all their inspection personnel of all matters relating to ADIPS.

5. Inspection Types

- 5.1 ADIPS registered amusement devices are subject to the types of inspection detailed in *HSG 175: Fairgrounds and amusement parks – Guidance on safe practice* to ensure devices are fit for their intended use.
- 5.2 HSG 175: fairgrounds and amusement parks – guidance on safe practice, – recommended actions for different types of attractions sets out the inspection requirements for the various types of amusement devices.

5.3 Pre-use Inspection

- 5.3.1 Pre-use inspections shall be carried out before an amusement device is used for the first time in the UK, or after any safety critical modification/s to an existing amusement device. These are:
 - a) **Design Review (DR):** Assessment of a design prepared for a device to confirm that the designer has adequately addressed all issues that may affect the safety of the device that will be relevant throughout its intended operational life.
 - b) **Assessment of Conformity to Design (ACD):** Confirmation that the safety critical components of a manufactured device conform to the relevant design.
 - c) **Initial Test (IT):** A check that the safety critical components of an amusement device function as intended.

5.4 In-service annual inspection

- 5.4.1 In-service annual inspection is an assessment of the fitness of an amusement device for continued further use during its operational life. It is a check on the safety critical components of an amusement device to ensure that they have not deteriorated to an extent liable to cause danger
- 5.4.2 In-service annual inspections are valid for a maximum of 12 months from completion.

- a) If an inspection is complete within one calendar month prior to when the inspection for that discipline is due to expire, the validity of the inspection may run from the date of the completion of the inspection to one year after the expiry date of the current inspection.
- b) If an inspection is complete earlier than one month before the expiry date of the current inspection, the validity of the inspection will be for a maximum of 12 months.

6. Definitions

6.1 For the purpose of the Scheme the following definitions apply:

ADIPS Digital System	The online database of amusement devices registered with ADIPS
the Scheme	The Amusement Device Inspection Procedures Scheme (ADIPS) for inspection and certification of amusement devices
the Scheme Document	The ADIPS Scheme Document for RIB's performing inspection and certification of amusement devices
Inspector	A person who is either employed by a RIB or formally contracted to work under a RIBs Quality Management System and carries an ID card issued by the Scheme.
Inspection Body	The organisation applying for registration with the Scheme. Once registered, they are known as a RIB. When engaged by a ride controller to issue a DOC they become known as an Appointed Inspection Body (AIB).
Stakeholder	Any person (whether corporate or individual) or organisation with an interest and a willingness to work with the ADSC to monitor and enhance standards of safety in the fairground and amusement park industry.
Declaration of Operational Compliance (DOC)	Any certificate issued by a RIB in relation to an amusement device pursuant to Section D of HSG 175 Fairgrounds and Amusement Parks: Guidance on safe practice.
Inspection	As defined in ISO/IEC 17020 and as required by HSG 175: Fairgrounds and amusement parks – Guidance on safe practice.
Compliance/audit	Assessment of an IB's inspection work against the requirements of the Scheme.
Formal Accreditation	Accreditation by the United Kingdom Accreditation Service (UKAS) or other National Accreditation Body (who is a signatory to the IAF- MLA) to the requirements of <i>ISO/IEC 17020</i> .

6.2 All other definitions are as BS EN ISO/IEC17020 – Conformity assessment. Requirements for the operation of various types of bodies performing inspection, and HSG 175: Fairgrounds and Amusement Parks – Guidance on safe practice,

7. Certification

- 7.1 ADIPS do not operate a product certification scheme subject to or accredited to the requirements of BS EN ISO/IEC 17065. Conformity assessment. Requirements for bodies certifying products, processes and services.
- 7.2 ADIPS operates an industry recognised inspection and certification scheme as described in *HSG 175: Fairgrounds and amusement parks – Guidance on safe practice*.
- 7.3 Once all required inspections have been satisfactorily completed a Declaration of Operational Compliance (DOC) is issued by a RIB.
- 7.4 RIBs must issue DOCs for UK-based inspections of amusement devices from within the ADIPS Digital System.
- 7.5 The DOC provides details of the ride controller, device and its required inspections.
- 7.6 RIBs carrying out in-service annual inspection and/or certification of devices are given a username and password for the ADIPS Digital System to allow inspections to be registered on the ADIPS central database of amusement devices.
- 7.7 RIBs are responsible for security of passwords etc. provided for ADIPS web services.
- 7.8 ADIPS accept no responsibility for security or damage arising from a RIB's misuse of its web services.

7.9 Inspection Reports

- 7.9.1 RIB's shall perform their inspections in accordance with the requirements of the Scheme Document and HSG 175. A written report shall document the results and confirm whether a satisfactory inspection has been completed.
- 7.9.2 RIB's issue inspection reports in a variety of styles to suit their particular house style. The report shall meet the mandatory requirements for inspection reports as set out in *ISO 17020* and any additional requirements defined in *HSG 175: Fairgrounds and amusement parks – guidance on safe practice*.
- 7.9.3 Inspection Reports shall be appended to ADIPS standard cover pages or recorded on report templates where they are provided.
- 7.9.4 RIB's may request ADIPS to consider withdrawal of ADIPS inspection reports and DOCs previously issued by that RIB. Such a request shall be notified in writing to ADIPS clearly identifying the report(s) and/or DOCs and stating the reasons for withdrawal.

Note: The ADSC reserves the power to determine, and delegate responsibility for, matters relating to the revocation of DOCs and inspection reports issued by RIBs in order to revoke authorisation under ADIPS for the use by the public or any amusement device where there is a serious risk to the public, or the potential for such risk.

8. The Registered Inspection Body (RIB)

8.1 Introduction

- 8.1.1 The Scheme Document shall be used to define the requirements for the registration under ADIPS of IB's performing inspection and certification of amusement devices. It is also intended to assist IB's to select 'competent persons' for the purposes of ADIPS registration and compliance with Health and Safety legislation.
- 8.1.2 By registering a RIB agrees to comply with the ADIPS Scheme Document and all supporting Rules, Regulations, Policies and Guidance. Failure to comply with the Rules may cause actions to be taken or sanctions to be applied in accordance with section 11.

8.2 Registration process

- 8.2.1 It is the IB that primarily registers with ADIPS. However, an IB might be constituted of a single inspector or a number of inspectors.
- 8.2.2 The RIB shall notify ADIPS of a single responsible person for contact regarding all ADIPS matters and for any inspection work done or controlled by the RIB.
- 8.2.3 Each inspector within a RIB meeting the requirements of the Scheme Document shall also be individually registered under the requirements of the Scheme Document
- 8.2.4 The RIB shall register all inspection personnel with ADIPS who may be employees and individuals or employees of other organisations who it has contracts with to perform the scope of its inspection activities.
- 8.2.5 Each IB is subject to assessment by a Registration Panel before acceptance onto the ADIPS register of IB's and compliance/audit assessment whilst registered.
- 8.2.6 Registration shall be annual. RIBs are responsible for informing ADIPS in writing if they do not wish to continue their registration for the following year. Payment is required by the 01 December for their registration to continue. If a RIB continues to be part of the scheme then they are agreeing to conform with the current issue of the scheme document. If a RIB does not wish to continue with their registration then they will be removed from the register by the 31 December and all ADSC qualifying member associations will be informed.
- 8.2.7 Supporting documents shall be submitted for initial registration and subsequently if material changes to information contained in their application have taken place.
- 8.2.8 The IB shall submit a copy of their current insurance policy schedule to ADIPS each year.
- 8.2.9 New applications or IBs applying for an extension to technical scope shall also supply: -

- a) Competency records (CV's and copies of academic/technical qualifications)

8.2.10 The scope of inspection activity for which registration is granted is described in terms of the inspection types and disciplines defined in Appendix 1.

8.3 Formal accreditation

- 8.3.1 Should a UK or international inspection body wish to join ADIPS and be able to demonstrate that its inspection activities have been successfully assessed by a National Accreditation Body (who is a signatory to the IAF- MLA) to the requirements of *ISO/IEC17020:2012*, for a scope of inspection activities equivalent to ADIPS pre-use Inspection and/or in-service annual inspection of amusement devices then, subject to all rules and regulations of the Scheme Document, they shall qualify for automatic registration with ADIPS for the relevant scope.
- 8.3.2 The competence and integrity of documentation supplied by an international Inspection Body with relevant Accreditation will also be recognised by RIB's as part of a PUI without further recourse unless the IB has legitimate reason to question the competence or integrity of that documentation.
- 8.3.3 UKAS accreditation schedules for the scope of inspection of fairground and amusement park devices shall reference the Scheme Document and RIB's seeking formal accreditation will be assessed by UKAS to ISO/IEC 17020 for a scope including the Scheme Document.
- 8.3.4 An audit of a RIB seeking UKAS accreditation may be undertaken by the Scheme's appointed auditors, independent of UKAS, to the requirements of the Scheme Document to prepare the RIB for the UKAS assessment, this type of audit may come at cost to the RIB.
- 8.3.5 Such a RIB shall not be subject to proactive compliance/audit assessment of the inspection activities covered by the scope of its accreditation as UKAS accreditation demonstrates meeting the requirements of the Scheme Document. Any UKAS reports or certificates inclusive of the scope of accreditation are to be provided to ADIPS.

8.4 ISO/IEC17020:2012 Conformity assessment – Requirements for the operation of various types of bodies performing inspection

- 8.4.1 The following sections provide guidance to those requirements in *ISO/IEC 17020* that need interpretation when applied by inspection bodies carrying out pre-use and in-service inspection of amusement devices in accordance with the Scheme Document.
- 8.4.2 It does not cover all of the requirements of *ISO/IEC 17020*. IB's are reminded that, under the Scheme Document, they need to comply with the relevant requirements of this publication and be guided by the requirements of *ISO/IEC 17020*.

8.5 Inspection activities (ISO/IEC 17020 clause 5.1.3)

8.5.1 RIB's under the Scheme Document provide one or more of the following inspection activities:

- a) Pre-use inspection of amusement devices to assess the design, manufacture, installation and operation of amusement devices before they are first used in GB or following any safety-critical modification
- b) In-service inspection of amusement devices to detect actual and potential defects and judgments on the significance of such defects
- c) Reporting the results of pre-use and in-service inspections, specifying any appropriate remedial action and/or recommendations
- d) Issuing certification for an amusement device, confirming that all the required inspections have been satisfactorily completed and using the ADIPS digital system to issue a DOC.

8.6 Inspection scheme (ISO/IEC 17020 clause 3.7)

8.6.1 The inspection scheme covered by this document is the Amusement Device Inspection Procedures Scheme (ADIPS).

8.7 Impartiality and independence (ISO/IEC 17020 clause 4.1)

8.7.1 Only 'Type A' or 'Type C' IB's as defined in *ISO/IEC 17020* may register with ADIPS.

8.8 Management system requirements – General (ISO/IEC 17020 clause 8)

8.8.1 RIB's shall maintain a permanently constituted and updated Quality Management System (QMS) based upon the requirements of *ISO/IEC 17020* and any additional requirements of the Scheme Document.

8.8.2 RIB's shall submit the current version of its Quality Manual to ADIPS as part of the annual registration process.

8.8.3 This QMS shall be made available for auditing by ADIPS given reasonable notice.

8.9 Administrative requirements (ISO 17020/IEC clause 5.1)

8.9.1 RIB's shall maintain insurance cover. Proof of professional indemnity employer's liability (if relevant) and public liability insurance cover shall be submitted for initial registration, and subsequently as part of the annual registration process.

8.10 Personnel (ISO 17020/IEC clause 6.1)

8.10.1 The RIB shall demonstrate that it has identified the competence required to undertake the range of inspection activities covered by its scope of registration and that it has processes in place to train, assess and monitor staff against those competences. *UKAS Publication RG 0 – Guidelines on the Competence of Personnel Undertaking Engineering Inspections* provides a framework for a competence management system for IB's. The qualification groups and disciplines in Appendix 1 of the Scheme Document

may also be used to develop competence criteria for the inspection of amusement devices.

- 8.10.2 The RIB shall only authorise personnel to carry out inspections of amusement devices if the inspections are within the designated competence of the inspector.
- 8.10.3 Inspection personnel shall restrict their tasks to those within the bounds of their authorisation and responsibilities.
- 8.10.4 The RIB shall maintain records of qualifications, training and experience, and records to show how and when each inspector was authorised to perform specific inspection activities. These records shall, as a minimum, indicate the classes and types of Amusement Devices considered being within the competence of that inspector.
- 8.10.5 Training provided shall provide a working knowledge of the amusement devices, equipment and systems including design and manufacture, operation, maintenance, significance of defects, typical problem areas and associated method of rectification.
- 8.10.6 Inspectors shall be able to interpret and apply the appropriate Legislation, Regulations, Codes of Practice, National or International Standards and Guidance to inspection work covered by their scope of accreditation.
- 8.10.7 Inspection personnel shall appreciate the limits of their own knowledge and the conditions under which they are to work, and to whom they can refer to for guidance when encountering a situation beyond the limits of their own competence.
- 8.10.8 A Training Plan should document the following:
- a) Identification of training needs
 - b) Range of amusement devices or competencies for which the inspector requires training
 - c) Details of monitoring requirements
 - d) Details of assessments
 - e) Requirements for further review
- 8.10.9 RIB's may engage competent external organisations to provide training and monitoring.
- 8.10.10 They shall be selected by virtue of their experience and technical competency for the relevant inspection type(s) and discipline(s).
- 8.10.11 Personnel responsible for training shall address the following:
- a) Satisfactory completion of all activities in the trainee's training plan.
 - b) Any decision related to the amendment of training plans during the course of the training.
 - c) Appropriate constraints are placed upon inspection or associated activities.

8.11 Subcontracting (ISO/IEC 17020 clause 6.3)

- 8.11.1 Where the RIB subcontracts any part of the inspection, it shall ensure that the subcontractor is competent to perform the activities in question and, where applicable, complies with the relevant requirements of this Scheme Document.
- 8.11.2 The RIB may base the evaluation of a subcontractor's competence upon its registration with ADIPS. In such cases the RIB shall ensure that the subcontractor's ADIPS registration scope covers the inspection types and disciplines to be subcontracted.
- 8.11.3 Sub-contracted inspection types and disciplines shall not be included in the RIB's scope of registration but will be displayed under the RIB's registration details on the ADIPS website.

Note: Individuals or employees of other organisations who are engaged to provide additional resources and expertise and are formally contracted to work under the RIB's management system are not considered to be subcontractors and shall be registered in accordance with section 8.2.

8.12 Inspection methods and procedures (ISO/IEC 17020 clause 7.1)

- 8.12.1 The general requirements for inspection of amusement devices are specified in *HSG175 Fairgrounds and Amusement Parks – Guidance on safe practice* and in other guidance incorporated into the Scheme Document (See section 3).
- 8.12.2 Based on the above, the RIB should develop procedures, instructions, checklists etc., as necessary, to enable its inspectors to perform inspection effectively and consistently.

9. Compliance/audit assessment

9.1 The RIB shall:

- a) allow ADIPS to undertake compliance/audit activity of the registered business, the QMS, the inspection records and the witness of inspection activities within the specified timescale;
- b) make the responsible person and the person who completed the inspection work available upon request for any assessment visit; and
- c) make available for audit the QMS and records of inspection work mentioned in section 10.2.4 (e), (f) and (g) as well as any other information that ensures inspection work is performed competently and diligently;
- d) comply with any improvement action requests following compliance/audit activity and submit evidence to ADIPS within the specified timescale.

9.2 ADIPS will monitor RIB's compliance with the general responsibilities outlined in the Scheme Document or as prescribed by the ADSC. ADIPS may impose compliance orders to remedy a matter where it is deemed that a RIB has failed to meet its responsibilities under the requirements of the Scheme Document. Compliance/audit assessment will take place for every RIB.

- 9.3 Should any action required by ADIPS not be satisfied then appropriate actions pursuant to section 11 may be taken.
- 9.4 The Scheme uses compliance/audit assessments to determine that work carried out is performed competently, diligently and in accordance with relevant standards and best practice industry standards.
- 9.5 Compliance/audit assessments are carried out by auditors appointed by ADIPS. On-site witnessing of in-service annual inspection will be accompanied by the RIB.
- 9.6 There are six types of compliance/audit assessment:
- a) Competency assessment – Witnessing of inspection activities and/or desktop review of inspection records to assess IBs suitability for entry into the Scheme or an extension to a RIBs technical scope
 - b) Quality Management System (QMS) audit against the requirements of BSEN ISO/IEC 17020. Clauses of BSEN ISO/IEC 17020 are grouped together and IB's are assessed against 6 key headings: Scope, Organisation, Management, Inspection Processes, Technical Competence and Impartiality/Integrity
 - c) On-site witnessing of in-service annual inspection and assessment against the requirements of HSG 175.
 - d) Pre-use inspection against the requirements of HSG 175.
 - e) Complaint investigation into standards of work
 - f) Due-diligence audit – this type of audit may arise as a possible outcome of the other assessments. Due-diligence audits are designed to target particular concerns, e.g. competence of individual inspectors to undertake categories of inspection work or assessment of diligence and time spent completing inspection work
- Note:** ADIPS reserves the right to commence audit activity that could include any of the above following information received by external sources, e.g. enforcement authority.
- 9.7 RIBs should be prepared to demonstrate their competence and diligence periodically through the compliance/audit process. ADIPS will engage with RIBs to monitor the application of competence for the technical scope they are registered for.
- 9.8 Each new RIB shall be subject to a compliance/audit assessment to the requirements of the Scheme Document within 12 months of being accepted onto the ADIPS register of IB's.
- 9.9 Each RIB shall be subject to a compliance/audit assessment at least every four years.
- 9.10 The period of time between compliance/audit assessments may be reduced, at ADIPS discretion, should the results of an assessment or other concerns be encountered, which indicate the RIB is failing to meet the requirements of the Scheme Document.

- 9.11 Failure to allow compliance/audit within a reasonable timescale may be treated as a breach of the rules of registration.
- 9.12 Where non-compliant work is discovered the issues will be reported to the RIB. ADIPS will monitor for completion of improvement actions and where required arrange further compliance/audit activity. Should any action required by ADIPS not be satisfied then appropriate actions pursuant to section 11 may be taken.

9.13 Compliance/audit of inspection work – specific communication

- 9.13.1 The RIB will be initially contacted by ADIPS for the purpose of agreeing a date for audit at least one month prior to an audit listed in 9.6 a – d above
- 9.13.2 If the RIB does not respond to ADIPS within two weeks of ADIPS contacting them then ADIPS may suspend their registration until such times as they do.
- 9.13.3 If a RIB cancels or changes an audit date within one month of the scheduled visit without reasonable grounds then the RIB at ADIPS discretion may be charged the cost of the audit.
- 9.13.4 If ADIPS cancels or changes an audit date within one month of the scheduled visit without reasonable grounds then the RIB may claim reasonable and justifiable costs against ADIPS.
- 9.13.5 Upon completion of audit work a report will be provided to the RIB. The report may include descriptions of improvement actions and timescales to complete the work. If the timescales are not adhered to then at the discretion of ADIPS that RIB may be suspended from the ADIPS register.
- 9.13.6 Information or documents obtained in the course of a compliance/audit assessment may only be used for regulatory purposes including as evidence of any non-compliance with ADIPS Rules of Registration in any disciplinary proceedings.
- 9.13.7 ADIPS reserves the right to pass relevant information to appropriate enforcement authorities.
- 9.13.8 If there are grounds following an audit by ADIPS appointed auditors that the RIB has not completed improvement actions from a previous audit then ADIPS may request reasonable and justifiable costs against the RIB to fund the cost of the audit.
- 9.13.9 The RIB may appeal any costs as described in 9.13.9 and ADIPS will refer the appeal to the Executive Committee of the ADSC for judgement. Their decision will be final with no further appeal granted.

10. ADIPS Register Rules of Registration

The Scheme Document shall be used to define the terms and conditions of registration under ADIPS of RIB's performing inspection and certification of amusement devices, which must be accepted prior to inclusion on the ADIPS register.

10.1 The Registered Business

10.1.1 The RIB shall inform ADIPS:

- a) of its business address and any changes made to the business address;
- b) of its trading title and any changes made to the trading title;
- c) if it changes its ownership;
- d) if it ceases trading; and
- e) the name of the person who will be responsible for ADIPS registration matters – if the RIB comprises a sole inspector, they will automatically become the responsible person.

10.1.2 ADIPS must be informed of any business changes within 5 working days in writing.

10.1.3 The business address should be the main address from which RIB controls inspection work.

10.2 General Responsibilities

10.2.1 The RIB shall be wholly responsible for the actions of all persons employed or contracted by them and for any subcontractors engaged by the RIB who are not individually registered with the Scheme.

10.2.2 Anyone carrying out inspection work shall:

- a) do so competently and diligently;
- b) be registered for the inspection types and disciplines of work being carried out;
- c) carry an ADIPS ID badge comply with all relevant requirements of the Scheme Document including all ADIPS/ADSC Rules, Regulations and Guidance.
- d) inform ADIPS promptly if their ID badge is lost or stolen; and
- e) return their ID badge to ADIPS upon request.

10.2.3 If a registered inspector leaves the RIB, ADIPS shall be informed within 5 working days and the ID badge returned.

10.2.4 The RIB shall ensure that:

- a) anyone who carries out inspection work for them is registered or is sub-contracted working under its direct control;
- b) ADIPS are informed promptly when anyone who is registered in their name no longer works for them;
- c) inspection work is adequately monitored;
- d) these rules are understood and followed by anyone who does inspection work in its name.
- e) an up-to-date Quality Management System (QMS) is kept and submitted to ADIPS whenever it is asked;
- f) records and reports relating to all inspection work carried out are kept for a period of 10 years;
- g) records and reports relating to all inspection work carried out are submitted to ADIPS upon request within the specified timescale;

- h) all relevant ADIPS Reports shall be provided to the Ride Controller no later than 28 days after the date the inspection work was completed; and
- i) DOCs are issued within a reasonable timescale following confirmation that all required inspections have been satisfactorily completed.
- j) The DOC is sent to the controller by the RIB once raised on the ADIPS digital system and not longer than 24 hours after it is created;
- k) All controller information is correct on the ADIPS digital system at the time of DOC issue.

10.2.5 Where a client's information is provided, ADIPS will assume that the RIB has in relation to the device permission to provide such information for the purpose of the Scheme, and it is the responsibility of the RIB to ensure that this is agreed.

10.2.6 Where client's information is subject to non-disclosure agreements, the RIB must ensure that exclusions exist in the agreement authorising disclosure to ADIPS and its auditors for the purposes of regulation of the Scheme.

10.2.7 The ADIPS digital system does not allow RIBs to access another RIBs client's data unless they are authorised to do so by the assigned RIB. To gain access the requesting RIB must email the previously assigned RIB to request access (Cc support@polestar-eam.com). The assigned RIB must respond by the next working day. It is possible for a RIB to inform ADIPS that blanket permission is given to unlock all of their devices should a request be made. In these cases, the RIB will be emailed by support@polestar-eam.com informing them when one of their assigned devices has been locked to another RIB.

10.2.8 ADIPS may share information with others where needed to manage a RIB's registration as set out in the Scheme Document and Rules of Registration or where required to do so by law.

10.2.9 ADIPS is committed to the principles and processes required to ensure full compliance with GDPR and any relevant UK data protection legislation (collectively the "Legislation"). As such it has trained its employees and directors on the requirements of the Legislation. Any breach of the Legislation by employees, workers, sub-contractors or RIBs will be dealt with immediately and may lead to immediate termination of registration, employment or any contractual agreement with a worker or third party. **RIBs in particular should ensure that all and any data is kept in a secure location at all times and that any papers or hand-held devices are secure and have the relevant level of security in place. This includes any documentation containing personal sensitive data held at any home or residential address.** In the event that any party has reasonable grounds to believe that there has been or is likely to be a breach of the Legislation then they are to report it to ADIPS. ADIPS reserves the right to undertake spot checks in relation to data protection issues of any RIBs, workers or third parties performing services or duties under the Scheme.

10.2.10 The RIB and anyone carrying out inspection work shall ensure that:

- a) all inspection work completed as an ADIPS inspector meets the requirements of the Scheme Document, HSG 175 and any relevant Health and Safety legislation in force at that time;

- b) it carries out its undertakings in a diligent and proper manner including taking sufficient time in carrying out its inspections to ensure that the inspection has been completed to a standard which is satisfactory in accordance with industry best practice as might be reasonably determined by the ADSC;
- c) it does nothing that would contribute to an unsafe operation or illegal activities;
- d) it notifies the Scheme of any concerns they have about unsafe work undertaken under the Scheme;
- e) it notifies ADIPS about any threatened or expected prosecution or sanction relating to ADIPS inspection work placed upon them; and
- f) it does not do anything that would bring ADIPS/ADSC or the fairground and amusement park industry into disrepute;

10.3 Registration Conditions

For any conditions imposed for new and ongoing registrations, the RIB shall:

- a) comply with any conditions of registration in force; and
- b) keep records to support any conditions of registration and provide details to ADIPS upon request.

10.4 Complaints against a Registered Inspection Body (RIB)

The RIB shall:

- a) co-operate fully with any investigation carried out by ADIPS;
- b) allow any compliance/audit assessment to be carried out while ADIPS is investigating;
- c) provide all documentation requested; and
- d) comply with the Scheme's disciplinary and appeal rules.

10.4.1 ADIPS will impartially and robustly investigate complaints and allegations about RIBs in accordance with its rules. Where sufficient evidence supports unsafe work or actions that breach the Rules of Registration or may bring ADIPS/ADSC or the fairground and amusement park industry into disrepute, appropriate and proportionate sanctions may be applied.

Note: Issues beyond ADIPS remit may be referred to the appropriate enforcement authority with information about the allegation.

10.4.2 A complaint or an investigation of or disciplinary proceedings relating to any complaint by any person, that a RIB or any inspector employed or engaged by it has acted in a manner which:

- a) directly or indirectly broke, evaded or violated any of the Rules of Registration as defined in this document.
- b) compromises, may compromise, or has compromised the safety of any device or of the public or any person working in the industry or;
- c) acted in a manner which might bring the fairground and amusement park industry or ADIPS/ADSC into disrepute or which is detrimental to the interest of the fairground and amusement park industry or ADIPS/ADSC.

Note: The RIB or inspector shall be dealt with as set out in Disciplinary, Appeal and Registration Panel Rules.

10.4.3 Formal complaints against RIB's shall be in writing and marked for the attention of the General Manager.

10.4.4 In terms of the application of the Rules the following are classed as examples of what may bring the fairground and amusement park industry ADIPS /ADSC into disrepute:

- a) Poor quality inspection / lack of diligence
- b) Issue of DOCs prior to an inspection being complete.
- c) Non-issue of reports or DOCs or failure to provide such promptly without reasonable justification.
- d) Failure to report safety-critical defects to ride controllers
- e) Working outside the scope of categories of registration
- f) Failure to allow ADIPS to audit work within the specified timescale
- g) High levels of justifiable complaints
- h) Failure to inform ADIPS of any enforcement action taken against the RIB which is relevant to the Fairground and Amusement Park industry e.g. improvement notice, prosecution etc.
- i) Airing vexatious grievances against ADIPS
- j) Failure to manage inspection work undertaken either directly or indirectly (sub-contracted) by the RIB
- k) Activities that lead to prosecution or enforcement action which may be relevant to the Fairground and Amusement Park industry.
- l) Failure to co-operate fully with an investigation undertaken by ADIPS
- m) Failure to comply with a sanction imposed by a Disciplinary or an Appeal Panel.
- n) Issuing a DOC for an amusement device outside of the ADIPS Digital System.

10.4.4 The ADSC reserves the right to determine matters which constitute disrepute.

10.4.5 In the case of an emergency situation where there is deemed to be evidence of a potentially serious risk to the safety of the public and others (to be determined by the ADIPS or the ADSC at their discretion after receiving reasonable justification) an RIB, or any of its inspectors, may, by notice in writing be suspended with immediate effect from the ADIPS register or be required to cease conducting any inspections pending the investigation of any complaint or resolution of proceedings against him.

10.4.6 The RIB concerned shall immediately be given written notification of the suspension and the reasons for the same. The RIB concerned may apply to the Disciplinary Panel to lift any such interim measures by a notice in writing to ADIPS, which shall set out clearly the reasons why the interim measures should be lifted.

10.4.7 ADIPS shall place the application before the Disciplinary Panel, together with written reasons (if any) in opposition to the application, no less than 7 days after: -

- a. Receiving the same from the RIB concerned or
- b. After the full constitution of the Disciplinary Panel has been finally determined, whichever is the later.

10.4.8 The Disciplinary Panel shall determine the question of whether the interim measures ought to be lifted, in whole or in part, on the basis of written representations and without a hearing. The Disciplinary Panel may impose conditions on the lifting of the interim measures.

10.4.9 An RIB or registered inspector who has been removed, or suspended from the ADIPS register, or subjected to any other sanction as a result of disciplinary action which has not been appealed within the prescribed time, or which has been upheld on appeal, or has been imposed following an appeal, may not apply for re-registration or the lifting of the suspension or sanction for a period of 12 months from the date of the decision or the expiration of any period (whichever is the lesser) set by a Panel in accordance with Disciplinary, Appeal and Registration Panel Rules. Any such application must be made to the Registration Panel in writing setting out the reason for the lifting of the suspension or sanction, and sent to ADIPS. The procedure for such application shall be governed by the Disciplinary, Appeal & Registration Panel Rules.

10.5 Sanctions, suspension and removal

10.5.1 The RIB shall ensure that:

- a) if it and/or a registered inspector is suspended from the Scheme, it or the registered inspector (as appropriate) will not undertake ADIPS inspection work until registered again;
- b) if it and/or a registered inspector is suspended from carrying out a particular category of inspection, it or the registered inspector (as appropriate) will not do any further inspection work in that category until that category of work has been reinstated; and
- c) it keeps to any conditions for auditing, recording and reporting work which is placed on it's or a registered inspector's registration by the Scheme, until ADIPS removes those conditions in writing.

10.5.2 If the RIB holds formal accreditation for the scope of inspection of fairground and amusement park devices UKAS will be informed of the details of suspension or revocation of the registration.

10.5.3 The Scheme reserves the right to impose sanctions on any RIB or registered inspectors.

- a) Sanctions may be applied for failing to inspect competently and diligently or failure to comply with ADIPS Rules of registration.
- b) ADIPS will inform the RIB of actions required to lift any sanctions.
- c) Failure to demonstrate that the RIB is working in accordance with the provisions of the Scheme Document or to the appropriate standards may

result in the suspension or removal of the RIB or inspector (as appropriate) from the register.

Note: The RIB or inspector that has been removed from the ADIPS Register may reapply, but they will need to satisfy ADIPS that they will continue to meet the standards expected.

- 10.5.4 ADIPS reserves the right to impose conditions upon registration or to reject an application where an enforcement authority has prohibited them from inspection work.

Note: ADIPS or the ADSC may in the case of an emergency situation where there is deemed to be a serious risk to the safety of the public and others (to be determined by ADIPS or the ADSC at their discretion) an RIB, or any of its inspectors may, by notice in writing be suspended with immediate effect from the ADIPS register or be required to cease conducting any inspections pending the investigation of any complaint or resolution of proceedings against him.

10.6 Fees and charges

- 10.6.1 The RIB shall ensure that ADIPS receive full payment for all Scheme fees and charges relating to the RIB in line with ADIPS payment terms. ADIPS operate a 30-day invoice schedule unless special terms have been agreed.
- 10.6.2 ADIPS reserves the right to determine credit terms for individual RIBs as it shall deem fit and its sole discretion.
- 10.6.3 All accounts beyond the 30-day schedule must be cleared or have an agreed payment plan in place prior to registration for the following year (01 December).

Appendix 1 Qualification Groups and disciplines

The levels of competence, experience and training required for its personnel shall be defined by the RIB based on the following guidelines:

Group 1 (DR, ACD, IT, in-service annual inspection (this may be split by Class of device))

Chartered Engineer as defined by the Engineering Council or a person holding an appropriate technical degree (or equivalent e.g. NVQ Level 5) including at least three years' experience within an engineering discipline associated with the inspection of amusement devices.

Group 2 (DR, ACD, IT, in-service annual inspection (this may be split by Class of device))

Incorporated Engineer as defined by the Engineering Council or a person holding an appropriate technical HNC (or equivalent e.g. NVQ Level 4) including at least three years' experience within a relevant engineering discipline of which at least one year shall have been spent working within an engineering discipline associated with the inspection of amusement devices.

Group 3 (ACD, IT, in-service annual inspection)

- a) Engineering Technician as defined by the Engineering Council or a person holding an appropriate technical ONC (or equivalent e.g. NVQ Level 3) having a minimum of three years' experience within a relevant discipline of which at least one year shall have been spent working within an engineering discipline associated with the inspection of amusement devices, or;
- b) Person trained in a relevant engineering discipline with a recognised and documented engineering apprenticeship with a minimum of three years' experience within a relevant discipline of which at least one year shall have been spent working within an engineering discipline associated with the inspection of amusement devices.

Group 4 (in-service annual inspection of Class B Rides only)

- a) Person* who has attained the competency requirements of Group 3 (or above), but is making an application to undertake the in-service annual inspection of Class B rides only. Such persons may not require one year's experience working within an engineering discipline associated with the inspection of amusement devices.
- b) Person with less than tradesman's apprenticeship but with a minimum of three years spent working with or within an industry associated with amusement devices and having a general knowledge sound engineering practice, amusement devices and their operating environment. Such employees shall, within the first 6 months of registration, have satisfactorily completed an appropriate training course and passed appropriate documented tests in amusement device inspection.

Group 5 (Trainee under constant monitoring/**/****)**

- a) Person with a recognised status via a relevant engineering institution or appropriate qualification as defined in Groups 1 – 3 above but without relevant experience or;
- b) Person with a minimum of three years***** spent working with or within an industry associated with, or related to, amusement devices and having a general knowledge of sound engineering practice, amusement devices and their operating environment. Such employees shall, within the first 6 months of registration, have satisfactorily completed an appropriate training course and passed appropriate documented tests in amusement device inspection.

Group 6 (In-service annual inspection of inflatable play equipment)

As an alternative to the qualification groups outlined above, the PIPA scheme is recognised within *HSG 175* as being an appropriate demonstration of competence to allow registration with ADIPS for the inspection and testing of inflatable play equipment.

Subject to all rules defined in the Scheme Document, an IB that attains registration with PIPA shall qualify for registration with ADIPS for the inspection of inflatable amusement devices covered under the PIPA Scheme.

Group 7 (In-service annual inspection of Ropes Course Constructions)

As an alternative to the qualification groups outlined above, the ERCA scheme is recognised by the ADSC as being an appropriate demonstration of competence to allow registration with ADIPS for the inspection and testing of Rope Course Constructions as defined in BS 15567.

Subject to all the rules defined in the Scheme Document, an IB that attains registration with ERCA shall qualify for registration with ADIPS for the inspection of Rope Course Constructions covered under the ERCA scheme.

*Minimum entry level for IB's which comprise a sole inspector

**As defined in BS EN ISO/IEC 17020:2012 Clause 6.1.8 as follows: Personnel familiar with the inspection methods and procedures shall monitor all inspectors and other personnel involved in inspection activities for satisfactory performance. Results of monitoring shall be used as a means of identifying training needs. NOTE Monitoring can include a combination of techniques, such as on-site observations, report reviews, interviews, simulated inspections and other techniques to assess performance, and will depend on the nature of inspection activities.

***Inspectors shall work under direct supervision until they have sufficient experience to allow them to work under alternative monitoring techniques. Direct supervision means working directly alongside the supervising inspector at all times, and both inspectors shall be involved with the single device or single major component of the device at the same time.

**** Permitted only for inspection and testing to identify defects, within the limits specified by appropriately qualified and authorised personnel. Any decisions involving limits of acceptability, repairs or modifications shall be approved by appropriately qualified and authorised personnel.

*****Where the amusement device inspection procedure is organised on a routine, repetitive and well-monitored basis then the three-year experience requirement may not be necessary.

Inspection Disciplines

Inspection disciplines covered by the Scheme are as follows:

In-service annual inspection:

- a) Mechanical/structural integrity
- b) Electrical safety
- c) Functional Test
- d) Non-Destructive Testing (NDT)

Pre-use inspection:

- a) Structural
- b) Mechanical
- c) Machine Dynamics
- d) Electrical
- e) Control Systems
- f) Hydraulic
- g) Pneumatic
- h) Civil

Non-Destructive Testing (NDT)

The Inspection Body shall:

Demonstrate that personnel engaged in NDT of amusement devices hold as a minimum level 2 certification, appropriate for the NDT method and the material/geometry of the components to be tested, issued by either:

A certification body (e.g. PCN) as defined in ISO 9712 *Non-destructive testing – Qualification and certification of NDT personnel*, or;

The practitioner's employer, in the case of a recognised 'employer- based' scheme, such as SNT-TC-1A.

Electrical Inspection

In addition to the requirements above, to apply for registration in order to carry out the Electrical discipline of In-Service Annual Inspection the following criteria must be met:

Current City and Guilds qualifications, as follows: – Certificate in the Requirements for Electrical Installations (City and Guilds 2382-10, 2382-20 or 2382-12), and; – Certificate in Inspection, Testing and Verification of Electrical Installations (City and Guilds 2391-10) or Level 3 Certificate in Periodic Inspection, Testing and Certification of Electrical Installations (City and Guilds 2395 or EAL).'

Appendix 2 Classification of Amusement Devices

Class A.

Covers a wide range of complex amusement devices operated by means of motive power and a number of complex manually operated rides.

Class B.

Covers a wide range of simple (predominantly juvenile) amusement devices operated by means of motive power, manually operated rides and inflatable amusement devices.

The classifications of registered amusement devices are determined by ADIPS from time to time. A full, up-to-date list of Class B devices is available from the ADIPS website www.adips.co.uk.

The following have been agreed as examples of Class A and Class B amusement devices.

Class A	Class B
Big Wheels	Arcades
Bombers	Battery Rides (Karts, boats etc.)
Drop Towers	Bungee Trampolines
Gallopers	Dodgems
Ghost Trains	Formula/Convoy Rides
Log-Flumes	Fun-Houses
Miamis	Hand-Turned devices
Orbiters	Mini-Wheels
Roller-Coasters	Juvenile Chair-O-Planes
Simulators	Juvenile Jets/Paratroopers
Tagadas	Juvenile Twists
Twists	Juvenile Waltzers
Waltzers	Inflatables
	Rodeo Bulls
	Slides (Astro-glides, Slips etc.)
	Swing Boats
	Swinging Gyms
	Tea-Cups
	Toy Sets
	Trampolines

Table 2 – Classifications of amusement devices

Appendix 3 Performance Assessment Framework (PAF)

- A1.1 The PAF is based on the 6 key headings defined in UKAS GEN 2 documentation. They are 'Scope', 'Organisation', 'Management', 'Technical Competence', 'Inspection Processes' and 'Impartiality/Independence'. Although a score of 100% across all key headings is desirable, ADIPS acknowledges that this would not be achievable for many RIB's because they are single inspector RIBs thus cannot fulfil certain clauses of ISO17020. RIBs also sometimes have limited technical scopes, meaning work is required with contractors and/or sub-contractors. This makes fulfilment of further ISO17020 requirements difficult. Therefore, an agreed overall compliance level of 75% has been agreed as an initial target for all RIBs with an aspirational objective to see continuous incremental improvement towards full compliance across future assessments.
- A1.2 In order to produce a scoring system that is focussed and objective, the scores for each of the 6 key headings have been weighted such that: 'Scope' and 'Impartiality/Independence' are worth 5% each with 'Organisation' and 'Management' worth 20% each and the key RIB skills of 'Inspection processes' and 'Technical Competence' being worth 25% each.
- A1.3 It is required that RIBs achieve at, or approaching, 25% each for 'Inspection Processes' and 'Technical Competence' (i.e. full compliance).
- A1.4 The scores allocated can then be compared with the PAF to yield a compliance level for each key heading and for the overall compliance level.

ADIPS/ RIB Performance Assessment Framework Each key heading should be assessed against the following performance criteria to produce an overall compliance score.					
Score	<40%	40 – 59%	60 – 74%	75 - 89%	90%
Rating	Unacceptable	Poor	Borderline	Good	Exemplary
ISO 17020, legal, HSG175 & ADIPS requirements met	Substantially below the relevant minimum ISO 17020, legal, HSG175 & ADIPS requirements	Significantly below the relevant minimum ISO 17020, legal, HSG175 & ADIPS requirements	Meets most of the relevant minimum ISO 17020, legal, HSG175 & ADIPS requirements	Meets the relevant minimum ISO 17020, legal, HSG175, & ADIPS requirements	Exceeds the relevant minimal ISO 17020, legal, HSG175 & ADIPS requirements
Level of compliance	Degree of non-compliance substantial	Degree of non-compliance significant.	Degree of non-compliance still requiring attention	Minor issues or areas for improvements still evident	Minor issues or areas for improvements only
Recognition of the QMS requirements and the drive to continually improve processes and procedures	Failures not recognised with limited commitment to take remedial action.	Limited recognition of the essential components of inspection and ADIPS QMS demonstrate commitment to take remedial action	RIB recognises essential components of inspection and ADIPS QMS requirements. RIB committed to improve standards.	RIB competent and able to demonstrate control of risks. system and inspections robust	RIB competent, enthusiastic, and proactive. Working to 'good practice' or above standard. Actively seek to further improve standards
ADIPS ongoing assessment or action expectation					
Level of action required by ADIPS	Compliance order / suspension. RIB to cease conducting inspection work until they can demonstrate compliance via further review	Evidence of action submitted to ADIPS within the timescales stated in the report. Further review/ witness in 6 months	Evidence of action submitted to ADIPS within the timescales stated in the report. Further review/ witness 6-12 months	Evidence of action submitted to ADIPS within the timescales stated in the report. Further review/ witness 12-24 months	Evidence of action submitted to ADIPS within the timescales stated in the report. Further review/ witness 24-48 months

Appendix 4 Advice on the inspection of unattended amusement devices

General

1. Unattended amusement devices comprise three subgroups:

- a. Children's Rides (static)
- b. Children's Cars (and similar devices)
- c. Arcade Simulators and similar equipment (Adult and Child)

2. The industry has agreed that an inspector / inspection body examining Unattended Devices may be registered under a separate version of ADIPS providing that the rides or equipment fall within the scope below. All the main trade associations and the HSE are party to this agreement and registration facilities are available to all.

3. Registration of Inspectors / or an Inspection body is made by application to BACTA. BACTA will provide the applicant with all the necessary information and forms to enable compliance with current requirements. The following documents will be provided on application:

- a. Registration document (to be completed by applicant)
- b. Inspection Quality File (to be completed by applicant)
- c. Service Quality Schedule
- d. SQS Form A. (to be completed by applicant)
- e. SQS Form B. (to be completed by applicant)

The above documents are self-certified, therefore all liability arising from false declarations rests with the applicant inspection body and not with the registration body, BACTA.

In the case of an individual application, the registration should be in his or her name.

In the case of a company, the registration should be in the company name. The company will then be the inspection body (IB). The IB will submit names of its individual inspectors together with details of their experience and qualifications. The Declaration of Compliance will be in the name of the company and signed by the individual inspector.

4. The BACTA ADIPS scheme for Unattended Devices is a simplified version of the full ADIPS Ltd procedure. It enjoys the full backing of the industry. The BACTA safety guide on unattended amusement devices replaces or substitutes the requirement for "design review" and "assessment of conformity to design".

5. The BACTA ADIPS forms which should accompany an Unattended device are:

- a. DOC (Declaration of Operational Compliance) together with a current sticker attached to the device.
- b. Initial Test Report
- c. Thorough Examination Report (Annually after first 12 months)

This documentation should be kept for at least ten years. In addition to these forms an official 'plate' or ADIPS sticker must be attached to the device. These can be purchased from BACTA only. Stickers from a source other than BACTA are not recognised by the HSE and therefore would brand your ADIPS registration invalid from the BACTA scheme.



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