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| <b>Health and Safety Executive</b>  |               | <b>Sector Information Minute</b> |                       |
| <b>Commercial and Consumer Services,<br/>Transportation and Utilities Sector<br/>(CACTUS)</b> |               | <b>SIM 05/2000/08</b>            |                       |
| <b>Cancellation Date</b>  | 10/04/2004    | <b>Open Government Status</b>    | Fully Open            |
| <b>Version No &amp; Date</b>  | 1: 10/04/2000 | <b>Author Unit/Section</b>       | Entertainment Section |

Target Audience:  
All HSE Inspectors  
Specialist Group Inspectors,

## THE AMUSEMENT DEVICES INSPECTION PROCEDURES SCHEME

This SIM informs inspectors of the contents of information sheet ETIS No 8 explaining the Amusement Devices Inspection Procedures Scheme. This scheme will assist inspectors and industry achieve the fairgrounds key national objective.

### BACKGROUND

1 The fairground industry has accepted the steps and checks for the safety of attractions detailed in table 1 of the fairgrounds guidance HSG175. Safety is based on both pre-use and in-service inspections by registered inspection bodies with the reports of these inspections presented in a recognizable form by the inspection body.

2 The industry trade associations, the Entertainment Section and the National Association for Leisure Industry Certification (NAFLIC) have worked together through the fairgrounds JAC to agree the Amusement Devices Inspection Procedures Scheme (ADIPS). This scheme, which is self-policing, builds on the system of steps and checks developed in HSG175 to ensure that all amusement devices are subjected to all the relevant inspection. For the first time all these inspections will be recorded on a single set of forms. A significant point being that the declaration of operational compliance report form cannot be completed without evidence of Section 6 compliance.

3 The industry trade associations have accepted the changes and made adherence to the scheme a condition of membership. The whole amusement industry will therefore adopt these procedures.

4 Information sheet (ETIS No 8) has been circulated widely to duty holders in the fairgrounds and amusement parks industry and an article published in World Fair. It describes transitional arrangements that will allow the gradual introduction of the scheme to older devices.

### TEXT CHANGES IN THE ADIPS INFORMATION SHEET

5 The wording of the final version of the ADIPS information sheet which was published differs from the draft version attached to SIM 5/1999/11 in a number of important ways which need some explanation. Most of the changes resulted from comments made by the National Association for Leisure Industry Certification NAFLIC who wanted to make quite sure that inspection bodies were not taking on new duties under ADIPS which they were

not expected to shoulder under the recommendations of the fairgrounds' guidance HSG175.

## CHANGES

6 The following text changes have been made:

(1) PUWER paragraph removed entirely. See [paras 7-10](#) for commentary on the application of PUWER & LOLER.

(2) term thorough examination replaced by annual inspection with explanation.

(3) reference to maturity of design removed to a later section on pre-use inspections.

(4) extra sentence added to explain that Declarations of Operational Compliance (DOC) are generally valid for one year.

(5) words "if he so wishes" in final paragraph of in-service inspections removed to avoid any misunderstanding that this option was available to the inspection body. We would not expect an inspection body to miss anything obviously wrong but we would not expect them to notice faults outside their area of professional competence.

(6) whole section on transitional arrangements rewritten to explain that the arrangements were intended as administrative only in order to alleviate pressure on inspection bodies because of the backlog of inspections required for older equipment. Previous reference to the fact that risk assessment could be delayed was deleted from the text and removed from the heading of the table of suggested dates.

(7) guidance given on establishing maturity of design being the controller's responsibility aided by advice from an inspection body (not necessarily a registered inspection body). It is important to note that the **onus** for making the decision is on the controller aided by advice from an inspection body. The second sentence should not be read to mean that the inspection body has to reassess the controller's risk assessment or carry out its own risk assessment. The sentence was added to remove any possible pressure (caused by the number of outstanding inspections) which might be put on an inspection body to get swift confirmation of maturity by a controller faced with a series of rides requiring annual inspection. It allows the inspection body some time to give its advice based on the agreed timetable in the table given in ETIS No 8 if maturity of design cannot be confirmed before a DOC needs to be issued.

## CHANGES IN LEGAL REQUIREMENTS DUE TO PUWER 98 & LOLER

7 The adoption of HSG175 and ADIPS has been aided by the Provision and Use of Work Equipment Regulations 1998. Further guidance will be issued in Part II of HSG175 (in preparation). In summary all fairground equipment now comes within the definition of work equipment and should be inspected as required by reg.6. The inspection required by PUWER after installation will be equivalent to HSG175's pre-use inspections of design review, assessment of conformity to design and initial test taken together. PUWER's reg.6 requirement for inspection for deterioration will be satisfied by the ADIPS annual inspection. In terms of travelling fairs, the installation inspection would be carried out by a competent

person on site before first use.

8 PUWER 98 applies to employees and to members of the public although the ACoP does not specifically mention other persons. HSE solicitor's view is that risks to members of the public cannot be excluded.

9 PUWER 98 reg.6(2) applies to the need to provide an installation inspection. ADIPS is based on three parts of the pre-use inspection, as detailed above.

10 HSE has agreed that we will not seek to apply LOLER 98 to fairground equipment because lifting is incidental to the operation of the ride and the risks are adequately covered by HSG175 and PUWER. The regulations should however be applied to any conventional lifting equipment or operation such as using cranes to erect or dismantle a ride or the use of a passenger lift to provide access.

#### ADVICE TO INSPECTORS IN USING ADIPS AS A TOOL FOR INSPECTION

11 Inspectors will be able to make use of ADIPS almost immediately because all reports of annual inspection, previously called thorough examination, carried out by ADIPS registered inspection bodies ([see Appendix 1](#)) will appear on the standard DOC form (see example at [Appendix 2](#)). Those inspection bodies not registered with the scheme will not be able to use the standard layout form and certainly will not be able to enter an ADIPS registration number for the current year. The numbers in year 2000 will begin with a double zero.

12 In the section on the DOC recording design review there are 3 possible alternatives.

(1) The report of design review has been completed. The date of the report and the name of the inspection body who did it will appear.

(2) The controller has determined with advice from an inspection body that the ride risk assessment and previous history confirms the maturity of design of the ride. This will be entered in the relevant space on the DOC or a statement will appear saying that maturity has yet to be agreed by a specified date.

(3) The controller, aided by advice from a registered inspection body, has agreed that design review is required for all or part of the ride but the risk assessment has shown that no serious matters requiring immediate action have been identified. The entry on the DOC will indicate that a design review (or part) will be completed by the specified date.

13 If the DOC has no entry in the section relating to Assessment of Conformity to Design, then it may mean that action is outstanding as described above. There should however be an entry indicating that this is the case.

14 The timetable for completion of confirmation of maturity or design review is given on page 4 of ETIS 8. Older rides are given more time. There should be no relaxation for new rides built since October 1997 because the full requirements of HSG175 have been in place since that date.

15 See [SIM 5/2000/07](#) for enforcement action according to the Enforcement Management Model for irregularities concerning buying and selling, annual inspection, contents of the Operations Manual, and supervision.

16 The ADIPS scheme is self policing in two senses, an inspector will know that a device has not been inspected if there is no inspection report, and, inspection bodies complete their own quality file under the service quality schedules for different types of inspections in their field of expertise. If HSE inspectors have concerns about quality or competence of any inspection body's work in addition to any enforcement action they might take they can use the scheme complaint's procedure through the scheme administrator NAFLIC. NAFLIC will then decide what action should be taken. If the action taken is appealed against by the inspection body there is a mechanism for an appeal to be heard by members of the Fairgrounds JAC. Inspectors are encouraged to make complaints where appropriate so that knowledge of inspection body working standards can be acquired.

17 At the moment there are only a limited number of inspection bodies registered with the ADIPS scheme. The situation is steadily improving and we understand that several large engineering inspection organisations who are linked to major insurance companies are in the process of joining the scheme.

18 The transitional arrangements detailed in ETIS 8 will cope with the backlog of outstanding inspection work provided the industry and HSE accept that a large number of existing rides, probably about 70%, which have been in use without problems for a number of years, will achieve maturity of design.

19 Controllers of rides, or their day to day operators, should be able to produce evidence of risk assessment. HSG175 strongly recommended that this was recorded whether or not the controller or operator employed more than 5 persons. This risk assessment should detail the simple control measures found to be necessary to avoid risk or control risk to acceptable levels. Inspectors should expect to see something in the operations manual, the quality and content may vary greatly, but the essence should be recorded.

20 The following 4 types of ride-on attractions are fairground equipment as defined and are subject to ADIPS but it is known to the Entertainment Section that some difficulties have arisen when applying the ADIPS scheme:

- (1) go-karts;
- (2) miniature railways;
- (3) inflatables (Bouncy castles etc); and
- (4) tethered passenger balloons

The following guidance is given:

### **Go-karts**

21 Go-karts are produced to a design which can be reviewed. There is no need for assessment of conformity to design for each go-kart. Type approval is sufficient to satisfy the inspection of assessment of conformity to design.

### **Miniature railways**

22 Miniature railways are mostly run by private clubs or societies. Information sheet ETIS 12 (to be published) will explain the application of health and safety legislation to public access and the provision of rides to the public. Thorough inspection along the same lines

as HSG175 is recommended in the information sheet but it can be quite adequately done by competent people within the hobby.

23 Miniature railways at fairground or amusement parks sites should be inspected in exactly the same way as other fairground equipment, whether or not they are run by a model engineering society.

### Inflatables

24 The inspection procedures necessary for design review, assessment of conformity to design, initial test and annual inspection will be different from other fairground rides. The Entertainment Section has drafted a information sheet ETIS 7 (to be published) which will detail special arrangements including new quality service schedules to be added to ADIPS to allow registered inspection bodies to join the scheme for the sole intention of inspecting inflatables. There may be a need in the interim to specify transitional arrangements before the scheme is fully extended to inflatables.

### Tethered passenger balloons

25 Design review of a tethered passenger balloon is a very specialised assessment and can only be done by organisations with the appropriate expertise. Manufacturers and suppliers of tethered passenger balloons were advised some years ago that the fairgrounds guidance HSG175 applied to their activities. Consequently they took steps to ensure that their balloons and ground installations were appropriately inspected. No indications have been received from the field that these balloons have not met HSG175.

## CANCELLATION OF INSTRUCTIONS

26 SIM 5/1999/11 - **cancel** and **destroy**.

Date first issued: 10 April 2000

## APPENDIX 1 (para 11)

### List of Registered Inspection Bodies at 8 February 2000

The following Inspection Bodies, listed in alphabetical order, have registered under the scheme being operated by ADIPS on behalf of the member associations:-

| Name of Type A or C inspection body and registration number for 2000 | Part 2 Design Review | Part 3 Assessment of conformity to design | Part 4 Initial test | Part 5 Thorough Examination |
|--|----------------------|---|---------------------|-----------------------------|
| Allott & Lomax 1515  | *                    | *   | *                   | *                           |
| ASP Consulting (Melbourne) Ltd 1206                                  | *                    | *   |                     |                             |
| D M G Technical Services 1509  | *                    | *   | *                   | *                           |
| Grant, I G 0712  |                      |   | *                   | *                           |
|  |                      |   |                     |                             |

|  |   |   |   |   |
|--|---|---|---|---|
| HSEC Ltd 1505                          | * | * | * | * |
| Inspection and Testing Ltd 0713        |   |   | * | * |
| John H Rundle Ltd 1510                 | * | * | * | * |
| Keith Taylor Engineering 0317          |   |   | * | * |
| L.E.A.Inspection Services Ltd 0308     |   |   | * | * |
| Leisure Technical Consultants Ltd 1516 | * | * | * | * |
| McCullough Leisure Services 0707       |   |   |   | * |
| Morgan-Ward (NDT) Ltd 0314             |   |   | * | * |
| MP Fairground Inspections 0703         |   | * | * | * |
| Richard James Associates 1501          | * | * | * | * |
| Thornton, G K 0318                     |   |   | * | * |
| Tony Mogford Associates 1504           | * | * | * | * |
| Wilson Consultants 1502                | * | * | * |   |
| Woolard Inspections 1511               | * | * | * | * |
| Name of Type B inspection body         |   |   |   |   |
| None registered at present             |   |   |   |   |

**In addition to the above, the following Type C Inspection Bodies are registered for the inspection of Coin-Operated Children's Rides only:-**

|                                      |  |  |   |   |
|--------------------------------------|--|--|---|---|
| Amutec 991902                        |  |  | * | * |
| Janet & John Kiddie Rides 991706     |  |  | * | * |
| Jolly Roger (Amusement Rides) 991903 |  |  | * | * |
| Northern Leisure 991904              |  |  | * | * |
| R G Mitchell 991905                  |  |  | * | * |
| Whittaker Bros 991901                |  |  | * | * |

These entries on the Register are based wholly on the declarations made on registration forms and in no way constitute an approval, expressed or implied, by ADIPS or any representative. These Inspection bodies may have restrictions on the competence they claim and the inspections they undertake or subcontract. For information on this you will need to ask them and, for the complete picture, look at the relevant sections of their Quality File. Note that, in accordance with the resolutions agreed by the ADIPS members, reports and certificates issued by companies or individuals not included in this list will not be accepted by the UK industry in relation to the requirements of "Fairgrounds and Amusement Parks - Guidance on Safe Practice" (HSG175).

Copies of Rules, Service Quality Schedules and registration packs, including application forms etc, may be obtained from:- NAFLIC, 2A Grove Parade, Buxton, Derbyshire SK17 6AJ

Telephone: (01298) 22384 or Fax (01298) 70784

*Reprinted from NAFLIC List dated 8 February 2000*


This information is now obtainable on NAFLIC's website [www.nafllic.org.uk](http://www.nafllic.org.uk)

Names, addresses and contacts of the above mentioned inspection bodies:

|   |                    |
|---|--------------------|
| Allott & Lomax, Fairburn House, Ashton Lane, Sale, Manchester M33 6WP                           | Dr John Roberts    |
| ASP Consulting (Melbourne) Ltd, Unit 1, Castle Lane Ind. Estate, Melbourne, Derby DE73 1DY.     | Mr S J Parker      |
| DMG Technical Services, 4 Derwen Close, Ystrad Mynach, Hen Goed, Mid Glamorgan CF82 7DE         | Mr David Geary     |
| I G Grant, 43 Melrose, Hanworth, Bracknell, Berks RG12 7LE                                      | Mr Ian Grant       |
| HSEC Ltd, 70 Tamworth Road, Ashby-de-la-Zouch, Leicester LE65 2PR                               | Mr Angus Currie    |
| Inspection & Testing Ltd., 151 Swan Lane, Wickford, Essex SS11 7DG                              | Mr Barry Ramsey    |
| John H Rundle Ltd, New Bolingbroke, Boston, Lincs PE22 7LN                                      | Mr Ken Rundle      |
| Keith Taylor Engineering, 38 Queens Gardens, Eaton Socon, St.Neots, Cambs PE19 3BY              | Mr Keith Taylor    |
| LEA Inspection Services Ltd, 156 St Helen's Road, Swansea, West Glamorgan SA1 4DG               | Mr Dick Cousins    |
| Leisure Technical Consultants Ltd, Hollins Farm, Torside, Crowden, Glossop SK13 1HY             | Mr Bob Nicholls    |
| McCullough Leisure Services, 51 Castlereagh Street, Silksworth, Sunderland SR3 1HL              | Mr Neil McCullough |
| Morgan-Ward (NDT) Ltd., Dale Road, New Mills, High Peak, Derbyshire SK22 4NW                    | Mr Brian Swann     |
| MP Fairground Inspections, 16 Primrose Rise, Newthorpe, Nottingham NG16 2BB                     | Mr Brian Preston   |
| Richard James Associates, 4 Mere Bank, Davenham, Cheshire CW9 8NL                               | Mr Craig Kirkman   |
| Thornton, G K, 2 Outwood Road, Radcliffe, Manchester M26 1AQ                                    | Mr G Thornton      |
| Tony Mogford Associates, 42 Old Coach Road, Playing Place, Truro, Cornwall TR3 6ET              | Mr Tony Mogford    |
| Wilson Consultants, Brook Farm, Wilson, Melbourne, Derby DE73 1AH                               | Dr Garry Fawcett   |
| Woolard Inspection, 10 Kenilworth Road, Flixton, Manchester M31 3WD                             | Mr Russell Woolard |
| Amutec, Enterprise Road, Golf Road Industrial Estate, Mablethorpe, Lincs LN13 2NB               |                    |
| Janet & John Kiddie Rides   |                    |
| Jolly Roger (Amusement Rides), College View Works, Manby Road, Grimoldby, Louth, Lincs LN11 8HE |                    |
| Northern Leisure  |                    |
| R G Mitchell  |                    |
| Whittaker Bros Group, Linney Lane, Shaw, Oldham, Lancs OL2                                      |                    |

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[APPENDIX 2](#)   
Para 11

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APPENDIX 2 (para 11)

# ADIPS

Amusement Device  
Inspection Procedure  
Scheme

## Declaration by Registered Inspection Body of Operational Compliance (D.O.C.)

of an Amusement Device in accordance with Section D of "Fairgrounds and  
Amusement Parks - Guidance on Safe Practice" HSG 175

|   |                      |                                    |                      |
|---|----------------------|------------------------------------|----------------------|
| <b>Controller :</b>                         | <input type="text"/> | <b>D.O.C. No :</b>                 | <input type="text"/> |
| <b>Assn. Memb. No. :</b>                    | <input type="text"/> | <b>Expiry Date no later than :</b> | <input type="text"/> |
| <b>Address :</b>                            | <input type="text"/> | <b>Inspection Body's Ref No :</b>  | <input type="text"/> |
|   |                      | <b>Assn. Machine Serial No. :</b>  | <input type="text"/> |
|   |                      | <b>Manufacturer :</b>              | <input type="text"/> |
| <b>Name of Device :</b>                     | <input type="text"/> | <b>Manufacturer's Serial No :</b>  | <input type="text"/> |
| <b>Generic Name &amp;<br/>Description :</b> | <input type="text"/> | <b>Date of Manufacture :</b>       | <input type="text"/> |
|   |                      | <b>Date of Importation :</b>       | <input type="text"/> |

I have checked that the device is fit for further use, only as described in paragraph 99 of the Guidance (HSG 175) and I have established :-

- a) that the reports of design review, assessment of conformity to design, and initial test, or a risk assessment demonstrating maturity, are in the Operations Manual;
- b) if any modifications have been made (YES / NO), confirmed by.....
- c) if safety-critical modifications have been made to the device since the initial test or last thorough examination, that all the reports (see paragraph 63) have been added to the operations manual;
- d) that the safety-critical aspects of the device have not deteriorated to an extent which is liable to cause danger;
- e) that the device has been upgraded, where necessary to avoid danger (as advised in NAFLIC technical bulletins or HSE guidance).

I confirm that details of the inspections agreed with the controller have been notified to me and, subject to the information provided in the associated reports, and provided that the device is maintained and operated in a safe and proper manner, I issue this **Declaration of Operational Compliance**.

Signed ..... Date .....

Print Name .....

This D.O.C. is issued by and  
on behalf of:  
(Company Name & Address)

ADIPS Registration No:

The Reports and Certificates listed below are appended to the Operations Manual or will be forwarded within 28 days

| Discipline              | Name of Inspection Body | Report Ref. No.      | Expiry Date          |
|-------------------------|-------------------------|----------------------|----------------------|
| Report of Design Review | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Report of Conformity    | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Report of Initial Test  | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Mechanical T.E.R.       | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Structural T.E.R.       | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Hydraulic T.E.R.        | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Pneumatic T.E.R.        | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Electrical T.E.R.       | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Functional Test Report  | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| Other :                 | <input type="text"/>    | <input type="text"/> | <input type="text"/> |
| N.D.T. Report           | <input type="text"/>    | <input type="text"/> | <input type="text"/> |

Re-Test required by:-

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## Advice on Completing the "Declaration by Registered Inspection Body of Operational Compliance"

1. The form is to be completed by an Inspection Body (IB) registered under the ADIPS scheme in accordance with paragraphs 74 and 75 of the Fairgrounds and Amusement Parks - Guidance on Safe Practice (HSG 175). For information regarding registration, contact the scheme's Secretariat at NAFLIC, 2A Grove Parade, Buxton, Derbyshire SK17 9XF.
2. All boxes should be completed except where not applicable as described below.
3. If the controller of the amusement device is not a member of a recognised industry association, you should write "Not Applicable" in the box labelled Assn. Memb. No..
4. If the controller belongs to ACES, SGGB, SIRP the address box should refer to the latter, e.g. "refer to :-

The Showmen's Guild of Great Britain  
41 Clarence Street  
Staines Middlesex TW18 4SY"

Please be sure to include the full address since the Declaration, or part of it, may be displayed on the device for the benefit of members of the general public.

5. **Generic Name** could be, for instance, "Miami Trip" or "Roller Coaster" although the controller has given the device its own individualistic name (which may be changed by a subsequent owner).
6. **D.O.C. No.** should be a number which is unique within the issuing organisation. In the case of pre-printed forms the number may, if desired, be issued by the organisation for which they are produced, otherwise the AIB should use its own numbering procedure.
7. **Expiry Date** should be calculated in accordance with paragraph 102 of the Guidance. Normally this will be 14 months from the completion of Thorough Examination but may be based on a shorter period specified by the manufacturer or AIB. In deciding whether to specify a shorter period, the AIB should take into account any expiry dates listed in the reports and certificates summarised in the lower half of the form. If, for instance, the AIB relies on electrical thorough examination carried out by a different registered Inspection Body, he may need to issue a new D.O.C. part way through the year after receipt of the latest Electrical TER. It will not be necessary for the AIB to make a corresponding examination or visit.
8. Some inspection bodies issue their own unique reference number to an amusement device, which they may mark on the device for future identification purposes. Where it exists, this number should be written in the box labelled **Inspection Body's Ref. No.**
9. The term **Assn. Machine Serial No.** refers to any reference number applied to the amusement device by the controller's industry association - e.g. it would be the SGGB's "Reg. No.".
10. **Manufacturer's Serial No.** - if there isn't one please write "Not Applicable".
11. **Date of Manufacture** - Refer to the Operations Manual to obtain the precise year of manufacture, if known. For very old amusement devices this may not be known - please write a best estimate.
12. **Date of Importation** (i.e. the year) needs to be completed for both new and second hand amusement devices brought into the country. For amusement devices designed and built in Great Britain write "Not Applicable".
13. In (b) of the declaration's main text there is a space for a name or signature to be filled in. Bearing in mind that the controller may be an amusement park with numerous staff, the intention is to identify the responsible person who was consulted on this matter of modifications.
14. The box in the middle of the page should include the AIB's name and address and must include the ADIPS registration number issued for the current year. The D.O.C. will not be valid without it.
15. The Table at the bottom of the form has to be completed appropriately for the amusement device. For instance, if there are no pneumatic safety related components write "Not Applicable" against **Pneumatic T.E.R.** It may often be the case that the thorough examination has been carried out entirely by one Inspection Body and dealt with in a single report. In these circumstances, place the details against **Mechanical T.E.R.** and use dittos. The top three rows of the Table should always be completed for amusement devices manufactured or imported in 1998 or later. For some earlier devices, a "maturity" argument in accordance with paragraph 15 of the Guidance may be relied upon. This requires the controller to carry out an appropriate risk assessment "aided by advice from an Inspection Body". Where this "maturity" approach has been employed the name of the Inspection Body which advised should be listed.
16. The form should not be signed and issued if all relevant reports have not been listed nor if any are not current or are otherwise invalid, e.g. issued by an unregistered inspection body.
17. There may be other disciplines, e.g. Civil Engineering, for which a Thorough Examination Report has been prepared. Please use the spare box and write the discipline next to the label "Other :".