



# Guidance Note

GN3 04:2010

<b>Issued on behalf of the:</b> <b>Amusement Device Safety Council (ADSC)</b>  ADIPS Ltd Suite K, Business & Innovation Centre Sunderland Enterprise Park East Wearfield Sunderland SR5 2TA. Phone: 0191 5166381 Fax: 0191 5166382 www.adips.co.uk email: office@adips.co.uk	<b>Title:</b>  <b>Electrical Reports of In-Service Annual Inspection: Requirements for completion and confirmation of satisfactory reports.</b>  <b>Issued 7<sup>th</sup> April 2010</b>
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## Introduction:

ADIPS has received a number of Electrical In-Service Annual Inspection Reports which specify code 1 (Requires urgent attention before the device is used) defects within the 'Observations and Recommendations for Remedial Actions' section of the report. The same reports have confirmed that: 'The device is electrically safe and fit for use' on the report's cover page. This is in contravention with the form's accompanying advice on completing section, which clearly states:

**If a code 1 is used, then the box marked "The device is electrically safe and fit for use" can not be ticked.**

Also, the report can not be used to support the issuing of a DOC.

In addition any Electrical In-Service Annual Inspection Report used to support the issuing of a DOC must contain all pages.

## Guidance:

### Role of Electrical RIB

In completing page 1 of the Electrical In-Service Annual Inspection Report the Inspector is required to confirm (✓) whether "**The device is electrically safe and fit for use**" or "**The device is electrically unsafe and should not be used until the specified remedial actions are taken**".

The Electrical In-Service Inspection Report's "Advice on Completing" section states "**The device is electrically safe and fit for use**" can only be ticked if there are no defects that might present a danger to either public or persons at work. Therefore, if a code 1 defect is present, the issued report must confirm that "**The device is electrically unsafe and should not be used until the specified remedial actions are taken**", and set out the requirements for any re-inspection.

Once the Electrical R.I.B has confirmed satisfactory completion of any defects a new report should be issued. However, it should be with a new report number in order to differentiate the revised report from the failed report and with the relevant items removed. This approach is consistent with the requirements of *HSG 175: Fairground and Amusement Parks – Guidance on Safe Practice, para 149:*

*149 After completing their inspection, each inspection body involved should prepare a written report, including a reference number and dates of completion and expiry.*

*The report needs to list any faults or any areas which require further inspection or testing and;*

- *if after remedial maintenance, repair or testing has been completed, further inspection is required and,*
- *If the device should not be used – the reason(s) why and a list of defects.*

### Role of AIB

An AIB should only accept Electrical In-Service Annual Inspection Reports that are complete with all pages where it is indicated that "**The Device is electrically safe and fit for use**" and no Code 1 defects exist within the "**Observations and Recommendations for Remedial Action**" section as confirmation that the Electrical Inspection has been satisfactorily completed. This is consistent with the requirements of *HSG 175: Fairground and Amusement Parks – Guidance on Safe Practice, para 150:*

*150 Once the AIB has collated all the individual inspection reports and by doing so has confirmed that all the relevant inspections have been satisfactorily completed, they may issue a DOC to the controller. A DOC should not be issued until the AIB is satisfied that all necessary remedial actions outlined in the inspection reports have been completed.*

ADIPS is managed by delegated representatives from the following organisations:

Amusement Catering Equipment Society; Association of Independent Showmen; Association of Leisure Equipment Suppliers; British Amusement Catering Trades Association; British Association of Leisure Parks, Piers and Attractions; Showmen's Guild of Great Britain; Society of Independent Roundabout Proprietors; National Association for Leisure Industry Certification; Consumers Association; Health & Safety Executive.