



GUIDANCE NOTE

REPORTS OF IN-SERVICE ANNUAL INSPECTION

INTRODUCTION

This guidance note covers the basic requirements for written reports of in-service annual inspection.

INSPECTION REPORTS

It is the role of an Inspection Body (IB) to carry out inspection and testing to check on the fitness of an amusement device for continued use and to provide independent and impartial reports on the condition of the device.

An IB's reports should provide a sufficiently detailed record of the inspection and its results. The reasons for this include but are not limited to:

- Compliance with UK Health and Safety Law and ADIPS
- Effective communication with the client and other interested parties
- Justification of inspection decisions
- Helps to demonstrate that an Inspection Body's legal and professional duties of care have been satisfied

Inspection reports record the condition of the device at the time of inspection. The IB determines the period of safe use until the next inspection and may make recommendations on use or control measures to reduce risks.

Inspection reports shall be provided, so that those who are responsible for the ongoing safety of the device are informed of the significant details e.g. management staff, servicing and maintenance staff and other IB's.

The AIB shall have access to these reports to be able to issue the Declaration of Operational Compliance.

An IB may also keep additional records such as checklists, worksheets, photographs etc to record findings. These records should be retained for reference for a period of time as defined in their quality file.



The fact that a client does not require a detailed report does not remove the requirement for detailed inspection reports to be issued.

RECORDING DEFECTS

The purpose of inspection is to identify and to report upon any defects which may be present in safety critical components or may become a danger to persons so that they can be rectified. Defects should be rectified as soon as possible. However, some may be more significant than others and an IB may categorise defects according to their severity and when they need to be rectified.

SAFETY CRITICAL DEFECTS

Defects which present an existing or imminent danger. A DOC should not be issued until the IB is satisfied that all necessary remedial actions that are required for continued safe use have been completed.

PROGRESSIVE OR TIME QUALIFIED DEFECTS

Defects which have not yet reached the point of being safety critical but in the professional judgement of the IB have the potential to become so within a certain timeframe. This type of defect may determine the length of time the device is operated before the IB requires the defect to be remedied and/or reinspected.

ADVISORY ITEMS

Also, it is common for an IB during an inspection to identify items which in his experience could be managed in a more satisfactory manner. Whilst these may not be safety critical, it is beneficial for the controller to be notified accordingly.

ELEMENTS OF INSPECTION REPORTS

The content of an inspection report will vary depending on the type of device and inspection. However, certain best practice principles will apply:

IAF/ILAC-A4:2004 - Guidance on the Application of ISO/IEC 17020

The following elements are considered mandatory for compliance with ISO 17020, which is a fundamental requirement of ADIPS.

It should be noted that some of the terminology differs from that normally used within ADIPS however the basic principles still apply:



- Designation of the document, i.e. as an inspection report or an inspection certificate, as appropriate
- Identification of the document, i.e. date of issue and unique identification
- Identification of the issuing body
- Identification of the client
- Description of the inspection work ordered
- Date(s) of inspection
- Identification of the object(s) inspected and, where applicable, identification of the specific components that have been inspected and identification of locations where e.g. NDT methods have been applied
- Information of what has been omitted from the original scope of work
- Identification or brief description of the inspection method(s) and procedure(s) used, mentioning the deviations from, additions to or exclusions from the agreed methods and procedures
- Reference to or description of the sampling method and information on where, when, how and by whom the samples were taken
- If any part of the work has been subcontracted, the results of this work shall be clearly identified
- The results of the inspection including a declaration of conformity and any other defects or other non-compliances found (results can be supported by photographs etc)
- Names (or unique identification) of the staff members who have performed the inspection and in cases when secure electronic authentication is not undertaken, their signature

Further details on the reporting of inspection results are detailed in HSG 175 and Advice for Inspection: In-Service Annual Inspection, and are as follows:

HSG 175: Fairgrounds and Amusement Parks – Guidance on Safe Practice (para. 149)

After completing their inspection, each IB 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. It should be clearly stated:

- if the device should not be used – the reason(s) why and a list of defects;
- if the AIB is recommending that the device should only be used under specific limitations (e.g. under reduced speed or with certain passenger units not used);



- the maximum period of time that the device may be operated before re-inspection of the full device (or named components);
- if after remedial maintenance, repair or testing has been completed, further inspection is required.

Advice for Inspection: In-Service Annual Inspection (para 39 – 41)

- All relevant inspection reports are required to clearly convey the extent and scope of an inspection and identify any areas within the defined scope where inspection was not undertaken and recommend necessary action.
- Any limitations to the inspection, for example poor/limited access, should be recorded in the report, so that the controller is made aware of the extent of inspection and any further work required in order to satisfactorily complete the inspection before the DOC can be issued.
- Appropriate action, and the time within which any defects have to be remedied, should be specified. If a defect has been identified during the course of in-service annual inspection, the IB should specify whether the defect requires immediate action before the amusement device is used, or within a specified time.

ADIPS Cover Sheets

ADIPS provides cover sheets that should be used for all the relevant types of inspection. A cover sheet in itself does not represent a detailed report nor does it remove the requirement for a separate report. Its sole purpose is to provide an overview only.

SUMMARY

1. An IB's role is to carry out inspection and testing of amusement devices to check on the fitness of an amusement device for continued use and to provide independent and impartial reports on their continued safe use.
2. Inspection reports should provide a sufficiently detailed record of the inspection and its results.
3. Full and complete records help to demonstrate an IB's legal and professional duties of care have been satisfied.
4. The fact that a client does not require a detailed report does not remove the requirement for detailed inspection reports to be issued.
5. The purpose of inspection is to identify and to report upon any defects which may be present in safety critical components or may become a danger to persons so that they can be rectified.



6. A DOC should not be issued until the IB is satisfied that all necessary remedial actions that are required for continued safe use have been completed.
7. ADIPS cover sheets do not represent the detailed reports required by ADIPS. Their sole purpose is to provide an overview.
8. The guidance provided within IAF/ILAC Guidance on the application of ISO/IEC 17020, HSG 175: Fairgrounds and Amusement Parks – Guidance on Safe Practice and Advice for Inspection: Advice on In-Service Annual Inspection should be followed when drafting reports.

