



GUIDANCE NOTE

ADIPS/ADSC Requirements for Registration of Inspection Bodies

INTRODUCTION

The Amusement Device Safety Council (ADSC) has approved a new version of the ADIPS/ADSC Requirements for Registration. This Guidance Note identifies the main amendments to the document.

The new version of the document can be found on the ADIPS website, www.adips.co.uk. The document is effective immediately.

SECTION 5 - REGISTRATION

IB's are now required to submit the following documents for new applicants:

- A detailed record of their career history, education and training records.
- Satisfactory references from employers that demonstrate suitable competence.
- An individual training plan, including details of any supervision arrangements.

These records form the basic documents that the ADIPS Registration Group requires to assess a new application. On occasions, applications have been held-up because the Registration Group has not been provided with the required submissions and documentary evidence to progress the application.

SECTIONS 6 & 7 – TRAINING AND COMPETENCE INSPECTION BODIES / INSPECTORS

These sections have developed the competency requirements for Inspectors and the arrangements IB's should have in place.

The section refers to the publication *UKAS RGO: Guidelines on the competence of personnel undertaking engineering inspections*, which provides a framework for a competence management system for IB's.



Under the new document, IB's may apply to register with ADIPS as Trainer/Assessor IB's. Any application under this route shall have the relevant sections of their quality file assessed by ADIPS.

As the assessment is concerned with ensuring the IB has suitable processes in place to train and assess its inspectors, its new applicants will be subjected to less scrutiny by the ADIPS Registration Group. The IB will be advised of their requirements for new applicants once this status is achieved.

Following discussions with the HSE, the document has considered the need for robust procedures for competency assessment of inspectors and has identified the UKAS document RGO as a best practice way of achieving this.

The document *UKAS RGO: Guidelines on the competence of personnel undertaking engineering inspections* is available from the UKAS website, www.ukas.com.

SECTION 16 – GROUP S (SIMPLE DEVICES ONLY)

This Qualification Group is a combined group, which encompasses structural, mechanical, hydraulics and pneumatics disciplines.

SECTIONS 17 – 20 – NDT/ELECTRICAL/STRUCTURAL AND MECHANICAL/HYDRAULICS DISCIPLINES

To apply for registration in order to carry out In-Service Annual Inspection in the above disciplines the following qualifications must be achieved:

Discipline	Qualification	Transitional Arrangements for Existing Inspectors	Accredited Prior Learning (APL)
Electrical	City and Guilds 2382 and 2391. ADIPS Electrical Inspection and Testing Course	Completion by 2012 registration.	N/A
Hydraulics / Pneumatics	ADIPS Stage 1 Hydraulics and Pneumatics Course	Completion by 2012 registration.	Inspectors may sit an exam arranged through ADIPS to demonstrate APL.
Structural / Mechanical	PCN Level 2 approved course in Visual Inspection	Completion by 2013 registration	N/A



Any person registering for mechanical/structural disciplines of In-Service Annual Inspection must have achieved a PCN level 2 approved course in Visual Inspection. This qualification is deemed a required competence for these particular disciplines.

IB's applying for NDT or Electrical disciplines of In-Service Annual Inspection only may qualify for registration following submission of documentary evidence of the requisite qualifications/assessments and any other records as required by ADIPS rules and standing orders e.g. Quality File, Professional Indemnity Insurance. This level of assessment is undertaken by ADIPS and may not involve the ADIPS Registration Group.

Any new applicant who has not yet achieved the required qualifications should provide evidence or details of timescales for completion within their training plan for consideration by the ADIPS Registration Group.

APPENDIX 2 – DEFINITIONS

SECTION 22 – SIMPLE DEVICES

This section clarifies the criteria and determination for classification of these devices. A full-up-to-date list of Simple or Group 'S' Devices is maintained on the ADIPS website, www.adips.co.uk.

