

Issued on behalf of the
Amusement Device Safety Council (ADSC)

ADIPS, Business and Innovation Centre,
Enterprise Park East, SUNDERLAND SR5 2TA
Phone 01915166381 Fax 01915166382
www.adips.co.uk email office@adips.co.uk

The Amusement Device Inspection

Procedures Scheme:

ADIPS DOC AUDIT PROCEDURES

Re-issued September 2006

THE ADIPS DOC AUDIT SCHEME

The ADIPS DOC Audit scheme has been devised in order to enable the Amusement and Theme Park Industry through the ADIPS DOC Bureau to monitor the issuing of DOCs (Document of Operational Compliance) by inspection bodies, and to provide a transparent and accountable check that they are being correctly completed and issued.

This need was identified in the HSE Roberts report on the industry. The data gathered will also enable, for the first time, an accurate picture of the UK ride profile, which will assist in developing safety strategies.

The basis of the scheme is that there shall be a DOC and two plates, the first plate being issued directly by the Appointed Inspection Body (AIB) to the controller, and the second which will be issued directly by ADIPS.

- The DOC should be issued directly to the Controller. At the same time, or as soon as possible an exact copy of the DOC should be sent by the AIB to the ADIPS DOC Bureau.

- The first plate (Provisional Plate) will be valid for a maximum period of two months and should be filled in by the AIB. It is intended only as a temporary device to cover for the time it takes for a copy of the written DOC to be sent to ADIPS, checked and the final plate sent out..

- The second plate (Final Plate) will be sent directly to the Controller, at the address stated on the DOC, by the ADIPS DOC Bureau after the DOC has been checked by the ADIPS staff. The Final Plate will replace the first, but will be fully printed by ADIPS so that its validity can be easily proven

The DOC should be issued by the AIB only after completion of the relevant satisfactory annual inspections. Also at the same time the AIB should send or give to the controller an orange Provisional Plate, which is to be displayed on the device or nearby in a position that can easily be seen by the public. It may even be appropriate for the AIB to fix the plate in place.

The AIB should fill in all the boxes of the Provisional Plate in a clear and legible manner. In the date box the expiry date of this plate should be written, which should be a maximum of 2 months after the date of issue of the written DOC. The reason for the extended period is that some controllers may need more time than others to receive their post.

It is a requirement of the ADIPS Scheme that the AIB shall send DOCs completed correctly and typed or written in a clear and legible manner to the ADIPS Bureau so that they arrive no later than 28 days after they have been issued to the Controller.

Orange Provisional Plates are available for registered AIBs only, from the ADIPS DOC Bureau at a cost of 50p (+VAT) each. AIBs are reminded that they may order quantities of up to 50 (fifty) plates in advance, and should include payment with their order. Post and packing will be charged at £1.50 per order.

Description of ride should include both its normal name and its generic name. There should be enough information in order to uniquely identify the device.

It is important that the Controller's correct address is used on the DOC, as this is where the final plate will be sent.

The information provided should include the previous DOC number and also the ADIPS I.D. number which is to be found under the bar code on the stickers issued since January 2005. The inclusion of these speeds up the processing.

USE OF THE DOC

No alteration to the published part of the current ADIPS approved DOC form (ADIPS Ref. No. 4) or wording is allowed. This is to ensure a standard form of information capable of being read electronically, as well as ensuring the meaning and undertakings contained therein are not changed.

Variations from the published part of the current ADIPS approved DOC form will NOT be accepted as all forms are part of an ISO 9001 system.

Company information and logo must be within the boundaries of the box provided.

A copy of the current DOC format can be provided on request.

As soon as possible after the issuing of the DOC and Provisional Plate, a copy of the DOC must be sent by the AIB to the ADIPS DOC Bureau but in all cases so that they arrive absolutely no later than 28 days after they have been issued to the Controller.

N.B. If the 28 day period is regularly exceeded, the ongoing registration status of the IB will be re considered.

The DOC may be sent by e-mail or post, and even by fax, but it should be noted that the fax line may be extremely busy at some times of year, and may take some time to connect. If e-mail is used, then the image should be in Microsoft Word (.doc), or Adobe Acrobat (.pdf) formats. It may also be possible to accept other formats provided that they are arranged beforehand.

Upon receipt of a DOC, or number of DOCs from an AIB the ADIPS staff will enter the details in the database.

A quality check will be undertaken on each DOC submitted before registration to determine that as far as reasonably practicable according to the information available at that time, that the data provided on the DOC is appropriate to the ADIPS scheme.

Any DOC's that fail this quality check will be returned to the AIB concerned and logged in the system, additionally the controller/operator will be informed of the delay.

The scheme depends on the quality of information supplied by the inspection bodies and the following of these rules. Where DOC's are consistently found to be below the standard required, or the actions of IBs consistently fall short of the requirements outlined in this document, the continuing registration of the inspection body may be considered under Part A of the Rules for IB Registration with ADIPS.

The final plate will then be posted directly to the controller, who should immediately replace the original temporary plate. It will have all the necessary details from the DOC printed on it and it will expire on the same day as the original DOC.

The DOC Bureau office undertakes to send these final plates no later than 28 days after the original DOC has been received, but in most instances this will be much sooner.

It is extremely important to note that it is the responsibility of any controller who does not receive their final plate, or notification in writing of a DOC found to be invalid, within 60 days of the issue date to them of the provisional plate (which is also the same date as the DOC was issued) should directly inform the ADIPS DOC Bureau immediately.