



## GUIDANCE NOTE

### ADIPS Declaration of Operational Compliance (DOC) Procedures

#### INTRODUCTION

This document replaces Guidance Note GN1:09 2006. The purpose of this document is to communicate the changes to the ADIPS DOC procedures effective from 1<sup>st</sup> January 2012. Changes to the system are part of a drive to improve compliance and central administration of the scheme – at all times the ADIPS database will show a ‘live’ picture of all device registrations.

#### Changes to the DOC

Where an amusement device is inspected on or after the 1<sup>st</sup> January 2012 the Inspection Body will record inspection details on the ADIPS central database of amusement devices ([www.adipsonline.co.uk](http://www.adipsonline.co.uk)). The DOC will then be sent in a certificate format to the ride controller by ADIPS to confirm registration and the database record.

To cover the interim period between inspection and entry onto the ADIPS database an Inspection Body may issue a Provisional DOC. This document is generated from the ADIPS database by locating the current or previous DOC issued for the device. All information, including DOC number and expiry date, will be auto-filled by the ADIPS database and the Inspection Body will simply sign and issue to the ride controller. An unexpired Provisional DOC has the same validity as the permanent DOC and is evidence that the device is to be registered on the ADIPS database.

#### DOC Numbers

ADIPS will no longer issue Provisional Plates. DOC numbers will be auto-generated by the ADIPS database each time a new DOC is created by an Inspection Body. Where creation of the permanent DOC follows a provisional DOC for the same device the DOC number is retained.

Records of DOC's issued, both provisional and permanent, can be located through the inspection body's access to the ADIPS database.



## **Expiry Dates**

A provisional DOC is valid for one month. A permanent DOC's expiry date is generated from the earliest expiry date of the individual inspections. Validation exists so that the DOC can run for a maximum of one year.

## **ADIPS database records**

Inspection Bodies are able to search the ADIPS database for amusement devices and their DOC's and create a new DOC based on an existing record. Inspection Bodies may also update details of DOC's they have issued to communicate any significant changes e.g. new owner/controller.

Trade Associations are able to view their members' DOC's and verify the registration status of members' devices.

The DOC will also contain a unique certificate reference number which will allow the controller to access a copy of their DOC as soon as the inspection is recorded.

ADIPS will verify every database entry. Should any further action be required from an Inspection Body the DOC will be rejected and a reason communicated to the Inspection Body by email.

DOC's can be checked using the DOC number and ADIPS ID number. This check can prove a device has a valid DOC and will reveal additional identification i.e. photographs, ADIPS ID number locations, where available.

## **When an inspection can take place**

Inspections can take place up to one month before the current expiry date without affecting the annual expiry date of the inspection. If an inspection is carried out earlier than one month before the existing expiry date, it will only run for 12 months from the date of that inspection.

The issue date recorded by the Inspection Body is the date the DOC came into effect and will often be different to the date details are entered onto the ADIPS database. Where a Provisional DOC has been generated the issue date for the permanent DOC will be the same.



## **ADIPS requirements**

It is the Inspection Body's responsibility to ensure each device has a current and up to date record on the database. Ride controllers, who believe the database records are inaccurate, should contact the ADIPS office immediately.

## **DOC Levy**

Inspection Bodies can ascertain the DOC levy for each device from their access to the ADIPS database. The Inspection Body will be charged for each new DOC they enter onto the database at the appropriate rate.

