

Advice on Completing the Declaration of Operational Compliance (DOC)

The form is to be completed by an Inspection Body (IB) registered under the ADIPS scheme in accordance with paragraphs 74 and 75 of the Fairgrounds and Amusement Parks - Guidance on Safe Practice (HSG 175). For information regarding registration, contact the scheme's Secretariat at the ADIPS office¹

1. **All boxes** should be completed except where not applicable as described below.
2. If the controller of the amusement device is not a member of a recognised industry association, you should write "Not Applicable" in the box labelled **Assn. & Memb. No.** Otherwise, enter the Association and Membership No. that applies.
3. The complete and accurate postal address of the controller should be put into the **address box** as this will be the address that is used to post the verification sticker to.
4. The ADIPS I.D. number is printed on the Sticker just below the barcode. It is 5 digits plus a letter.
5. **Generic Name** could be, for instance, "Miami Trip" or "Roller Coaster" although the controller has given the device its own individualistic name (which may be changed by a subsequent owner).
6. The **D.O.C. No.** should be the same as the sticker used
7. A copy of the completed D.O.C. should be sent to the ADIPS office² to arrive within 28 days. The current DOC levy should be sent at the same time.
8. A DOC sticker with the same unique serial number as the DOC should be either given to or posted to the controller, with instructions that it should be placed in a visible position, on the ride or the pay box. It would be even better if the AIB were able to affix the sticker directly themselves.
9. The inspection bodies **report number** is a number that is unique within the issuing organisation.
10. **Expiry Date** should be calculated in accordance with paragraph 102 (as amended) of the Guidance. Normally this will be 12 months from the completion of Thorough Examination but may be based on a shorter period specified by the manufacturer or AIB. This date must not be greater than a period equal to 12 months after the date of the expiry of the previous DOC if there is a valid DOC in place. For a design review/conformity/initial test/ maturity risk assessment that has no expiry date, NA should be written into the appropriate box. In deciding whether to specify a shorter period, the AIB should take into account any expiry dates listed in the reports and certificates summarised in the lower half of the form. If, for instance, the AIB relies on electrical thorough examination carried out by a different registered Inspection Body, he may need to issue a new D.O.C. part way through the year after receipt of the latest Electrical TER. It will not be necessary for the AIB to make a corresponding examination or visit.
11. Some inspection bodies issue their own unique **reference number to an amusement device**, which they may mark on the device for future identification purposes. Where it exists, this number should be written in the box labelled Inspection Body's Ref. No.
12. The term **Assn. Machine Serial No.** refers to any reference number applied to the amusement device by the controller's industry association - e.g. it would be the SGGB's "Reg. No." If there isn't one write "Not Applicable"
13. **Manufacturer's Serial No.** - If there isn't one write "Not Applicable".
14. **Date of Manufacture** - Refer to the Operations Manual to obtain the precise year of manufacture, if known. For very old amusement devices this may not be known - please write a best estimate.
15. **Date of Importation** (i.e. the year) needs to be completed for both new and second hand amusement devices brought into the country. For amusement devices designed and built in Great Britain write "Not Applicable".
16. In (b) of the **declaration's** main text there is a space for a name or signature to be filled in. Bearing in mind that the controller may be an amusement park with numerous staff, the intention is to identify the responsible person who was consulted on this matter of modifications.
17. The box in the middle of the page should include the **AIB's name** and address and must include the ADIPS registration number issued for the current year. The D.O.C. will not be valid without it.
18. The **Table** at the bottom of the form has to be completed appropriately for the amusement device. For instance, if there are no electrical components write "Not Applicable" against that item. It may often be the case that the thorough examination has been carried out entirely by one Inspection Body and dealt with in a single report. In these circumstances, place the details against Mechanical T.E.R. and use dittos for the IBs name & report number; however the date should be written in full.
19. The top three rows of the **Table** should always be completed for amusement devices manufactured or imported in 1998 or later. For some earlier devices, a "maturity" argument in accordance with paragraph 15 of the Guidance may be relied upon, and details of who has carried this out should be inserted in the design review/maturity risk assessment box, and cross out "Design Review" or "Maturity Risk Assessment" as applicable. The requirements for maturity risk assessments are explained in Entertainments Sheet 8 (HSE)
20. The form should be signed and issued only if all relevant reports have been listed and if all are current and are valid.
21. There may be other disciplines, e.g. Civil Engineering, for which a Thorough Examination Report has been prepared. Please use a spare box and write the discipline next to the label "Other:". "Not Applicable" should be written against all unused items.

¹ See below

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