

# NAFLIC

*National Association For Leisure Industry Certification*

Standards & Related Documents Committee

TECHNICAL BULLETIN — JUNE 2008

## 343. Transferring documentation

It has come to the attention of the standards committee that when devices are changing ownership, not all of the necessary documentation is being provided to the buyer.

Paragraph 68 and 179 of HSG175 state

“You must provide the controller with all the information necessary for safe use, before the device is first used. You should include the reports of pre-use inspections, and any modifications stemming from them.”

“If you sell a device second-hand you should provide the buyer with the operations manual (see paragraphs 66-69 and Appendix 3). There will be some older devices for which the operations manual is incomplete. In these cases as much of the device history as possible should have been gathered to form the manual. For coin-operated amusement devices it is sufficient to have an instruction manual.”

Paragraph 177 states:

“If you acquire a second-hand device, the current Declaration of Operational Compliance (DOC) should be re-issued by an inspection body in the name of the new controller. If the device was designed to be permanently installed and has been moved to a new site, this should be considered a safety-critical modification and subject to the relevant pre-use inspections.”

Further to this, the updated DOC should be sent to the ADIPS (with the same sticker number) so that the details of the new controller can be entered into the database and a new plate issued.

Documents such as the NDT schedule and the latest annual thorough examination report (all relevant disciplines) should also be included in the sale to ensure the controller is aware of any work that the previous examination required.

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