

Amusement Device Inspection
Procedures Scheme



Amusement Device Inspection Procedures Scheme (ADIPS)

Scheme Document for the inspection
and certification of amusement devices

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Contents

1. ADIPS and Stakeholders	2
2. Introduction	3
3. Scheme Document	4
4. Responsibilities	5
4.6 General Communications	5
5. Inspection Types	6
5.4 Pre-use Inspection	6
5.5 In-service annual inspection	6
6. Definitions	7
7. Certification	8
7.8 Inspection Reports	8
8. The Registered Inspection Body (RIB)	9
8.1 Introduction	9
8.2 Registration process	9
8.3 Formal accreditation	10
8.4 ISO/IEC17020:2012 Conformity assessment – Requirements for the operation of various types of bodies performing inspection	10
8.5 Inspection activities (ISO/IEC 17020 clause 5.1.3)	10
8.6 Inspection scheme (ISO/IEC 17020 clause 3.7)	11
8.7 Impartiality and independence (ISO/IEC 17020 clause 4.1)	11
8.8 Management system requirements – General (ISO/IEC 17020 clause 8) .	11
8.9 Administrative requirements (ISO 17020/IEC clause 5.1)	11
8.10 Personnel (ISO 17020/IEC clause 6.1)	11
8.11 Subcontracting (ISO/IEC 17020 clause 6.3)	12
8.12 Inspection methods and procedures (ISO/IEC 17020 clause 7.1)	13
9. Compliance/audit assessment	14
9.13 Compliance/audit of inspection work – specific communication	15
10. ADIPS Register Rules of Registration	16
10.1 The Registered Business	16
10.2 General Responsibilities	16
10.3 Registration Conditions	17
10.4 Compliance/audit assessment of inspection work	18
10.5 Complaints	18
10.6 Sanctions, suspension and removal	18
10.7 Fees and charges	18
11. Complaints	19
11.2 Complaints process	19
11.3 Sanctions, suspension and removal	20
Appendix 1 Qualification Groups and disciplines	21
Appendix 2 Classification of Amusement Devices	24

1. ADIPS and Stakeholders

- 1.1 ADIPS (the Scheme) covers the inspection and certification of Amusement Devices in the UK. It recognises the importance of independent inspection in assuring the safety of amusement devices. It provides reassurance to controllers, users and regulators of amusement devices and promotes the adoption of best practice and compliance with Health and Safety legislation.
- 1.2 More specifically it covers:
- a) Types of inspection required for amusement devices
 - b) Registration and administrative control of inspection bodies (IB's)
 - c) Certification of amusement devices
 - d) Documentation required by amusement device operators
- 1.3 The Scheme is managed by the Amusement Device Safety Council (ADSC) as set out in its Rules and Regulations. The ADSC comprises all major industry trade associations, namely:
- The Amusement Catering Equipment Society (ACES)
 - The Amusement and Leisure Equipment Suppliers of the UK (ALES-UK)
 - The Association of Independent Showmen (AIS)
 - The British Amusement Catering Trades Association (BACTA)
 - The British Association of Leisure Parks, Piers and Attractions (BALPPA)
 - The National Association for Leisure Industry Certification (NAFLIC)
 - The Showmen's Guild of Great Britain (SGGB)
 - The Society of Independent Roundabout Proprietors (SIRPS)
- 1.4 The Scheme is also supported by the Health and Safety Executive (HSE).
- 1.5 The Scheme is administered and operated by:

ADIPS Ltd.
North East BIC
Enterprise Park East
Wearfield
Sunderland
UK
SR5 2TA

Tel: +44 (0)191 516 6381
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Email: office@adips.co.uk
Website: www.adips.co.uk

Note: ADIPS Ltd. trades as ADIPS.

Note: Words denoting the ADSC, ADIPS or the Scheme shall, where the context admits, have the same meaning in relation to any provisions of the Scheme Document.

Note: The pre-use and in-service inspection of all coin-operated devices that do not fall under the Scheme is administered by The British Amusement Catering Trades Association (BACTA)

2. Introduction

- 2.1 ADIPS Registered Inspection Bodies (RIB's) provide inspection activities to duty holders who have responsibilities for the health and safety of persons, including managing and controlling risks and having amusement devices properly maintained and inspected. The process, requirements and responsibilities for RIB's are set out in the Scheme Document.
- 2.2 The Scheme is based on effective procedures for the registration of inspection bodies (IB's) and the amusement devices they inspect. These procedures are administered by ADIPS Ltd. and operated under a Certified Quality Management System to *ISO 9001:2008* – Certificate No: FS 78762 issued by BSI for the following scope:

To monitor and control the provision of inspection and certification services to the fairground and amusement park industry

- 2.3 These procedures set out in the Scheme Document are in place to ensure that amusement devices are checked for safety by competent people before they are first used, and on the annual in-service inspection required to operate safely throughout their working life.
- 2.4 It is a requirement of the Scheme that inspection is carried out only by RIB's. The method of inspection is an important factor for the continued safe use of an amusement device. It is recognised that inspections not carried out in a competent and diligent manner may substantially reduce the quality of safe operation.
- 2.5 The initial step to becoming an RIB is to complete an application and submit to ADIPS. These forms are available on the ADIPS website, www.adips.co.uk.
- 2.6 IB's applications to join the Scheme are subject to initial assessment and reassessment whenever material changes to information contained in their application takes place.
- 2.7 All inspection personnel within an IB shall also be registered in accordance with the requirements of the Scheme.
- 2.8 On successful completion of the registration process, the IB is accepted into the Scheme as an RIB and is subject to the Scheme's compliance/audit assessment process.

3. Scheme Document

- 3.1 The Scheme Document shall be used to define the terms and conditions of registration under the Scheme of RIB's performing inspection and certification of amusement devices, which must be accepted prior to inclusion on the ADIPS register.
- 3.2 The Scheme Document provides the ADIPS Register Rules for Registration and clarification in relation to RIB's first entering the register, on-going requirements, inspection, sanctions, conditions and communications.
- 3.3 The Scheme Document should be used to guide and inform stakeholders on the interpretation that will be applied in relevant circumstances by ADIPS.
- 3.4 The Scheme Document is an umbrella document, supplemented by many sets of rules and guidelines, which extend it, support it or explain it and may be amended from time to time by the ADSC. The interpretation of the Scheme Document is as determined by the ADSC from time to time in its sole discretion.
- 3.5 The primary guidance document is HSG 175 Fairgrounds and amusement parks – Guidance on safe practice.
- 3.6 The following standards and documents contain rules, policies and guidance which are incorporated by reference into the Scheme Document where relevant.
 - a) BS EN ISO/IEC 17020 – Conformity assessment. Requirements for the operation of various types of bodies performing inspection
 - b) ISO 17842 – Safety of amusement rides and amusement devices
 - c) BS EN 13814 - Safety of fairground machinery and structures
 - d) BS EN 14960 – Inflatable play equipment – Safety requirements and test methods
 - e) UKAS RG0 – Guidelines on the competence of personnel undertaking engineering inspections
 - f) Rules of the Amusement Device Safety Council (ADSC)
 - g) ADSC Disciplinary, Appeal and Registration Panel Rules
 - h) ADSC Advice Series Guidance
 - i) Technical and safety bulletins issued by the industry, regulator or manufacturers.

4. Responsibilities

- 4.1 The ADSC is responsible for supervising and overseeing ADIPS, including the management and running of ADIPS by ADIPS Ltd.
- 4.2 ADIPS is responsible for the management, implementation and enforcement of ADIPS under the instruction of the ADSC.
- 4.3 ADIPS staff are responsible for checking that IB's and the amusement devices they inspect are being registered according to the Scheme Document.
- 4.4 Compliance/audit of RIB's is undertaken as appropriate by external consultants appointed by ADIPS, who are trained and experienced in the relevant standards and inspection processes.
- 4.5 The RIB is solely responsible for the competence of its inspectors and inspection integrity. The RIB must be able to demonstrate it is fully conversant with the contents and requirements detailed in the Scheme Document and all other factors that could affect inspection and certification of an amusement device.

4.6 General Communications

- 4.6.1 ADIPS will use electronic means of communication with RIBs as the preferred method of communication.
- 4.6.2 It will be assumed that the email address provided is that of the responsible person for the RIB.
- 4.6.3 The RIB shall advise ADIPS of any contact changes within 5 working days.
- 4.6.4 The RIB is responsible for monitoring all communications and responding promptly to content as required.
- 4.6.5 The RIB is responsible for internal communications relating to ADIPS matters.

5. Inspection Types

- 5.1 ADIPS registered amusement devices are subject to the types of inspection detailed in *HSG 175: Fairgrounds and amusement parks – Guidance on safe practice* to ensure devices are fit for their intended use.
- 5.2 HSG 175: fairgrounds and amusement parks – guidance on safe practice, Table 2, pp. 4-6 – recommended actions for different types of attractions sets out the inspection requirements for the various types of amusement devices.
- 5.3 The requirement for the pre-use inspections of inflatable play equipment has been superseded by the requirements of *BS EN 14960, Inflatable play equipment. Safety requirements and test methods*.

5.4 Pre-use Inspection

- 5.4.1 Pre-use inspections shall be carried out before an amusement device is used for the first time in UK, or after any safety critical modification/s to an existing amusement device. These are:
 - a) **Design Review (DR):** Assessment of a design prepared for a device to confirm that the designer has adequately addressed all issues that may affect the safety of the device that will be relevant throughout its intended operational life.
 - b) **Assessment of Conformity to Design (ACD):** Confirmation that the safety critical components of a manufactured device conform to the relevant design.
 - c) **Initial Test (IT):** A check that the safety critical components of an amusement device function as intended.

5.5 In-service annual inspection

- 5.5.1 In-service annual inspection is an assessment of the fitness of an amusement device for continued further use during its operational life. It is a check on the safety critical components of an amusement device to ensure that they have not deteriorated to an extent liable to cause danger
- 5.5.2 In-service annual inspections are valid for a maximum of 12 months from completion.
 - a) If an inspection is complete within one calendar month prior to when the inspection for that discipline is due to expire, the validity of the inspection may run from the date of the completion of the inspection to one year after the expiry date of the current inspection.
 - b) If an inspection is complete earlier than one month before the expiry date of the current inspection, the validity of the inspection will be for a maximum of 12 months.

6. Definitions

6.1 For the purpose of the Scheme the following definitions apply:

the Scheme	The Amusement Device Inspection Procedures Scheme (ADIPS) for inspection and certification of amusement devices
the Scheme Document	The ADIPS Scheme Document for RIB's performing inspection and certification of amusement devices
Inspector	A person who is either employed by an RIB or formally contracted to work under an RIBs Quality Management System and carries an ID card issued by the Scheme.
Inspection Body	The organisation applying for registration with the Scheme. Once registered, they are known as an RIB. When engaged by a ride controller to issue a DOC they become known as an Appointed Inspection Body (AIB).
Stakeholder	Any person (whether corporate or individual) or organisation with an interest and a willingness to work with the ADSC to monitor and enhance standards of safety in the fairground and amusement park industry.
Certificate	Declaration of Operational Compliance (DOC). The certification issued by an AIB to confirm that all relevant inspections have been satisfactorily completed.
Inspection	As defined in ISO/IEC 17020 and as required by HSG 175: Fairgrounds and amusement parks – Guidance on safe practice.
Compliance/audit	Assessment of an IB's inspection work against the requirements of the Scheme.
Formal Accreditation	Accreditation by the United Kingdom Accreditation Service (UKAS) or other National Accreditation Body (who is a signatory to the IAF- MLA) to the requirements of <i>ISO/IEC 17020</i> .

6.2 All other definitions are as BS EN ISO/IEC17020:2012 – Conformity assessment. Requirements for the operation of various types of bodies performing inspection, and HSG 175: Fairgrounds and Amusement Parks – Guidance on safe practice, Glossary pp. 62–64.

7. Certification

- 7.1 ADIPS do not operate a product certification scheme subject to or accredited to the requirements of BS EN ISO/IEC 17065. Conformity assessment. Requirements for bodies certifying products, processes and services.
- 7.2 ADIPS operates an industry recognised inspection and certification scheme as described in *HSG 175: Fairgrounds and amusement parks – Guidance on safe practice*.
- 7.3 Once all required inspections have been satisfactorily completed a certificate known as a Declaration of Operational Compliance (DOC) is issued by an AIB.
- 7.4 The DOC provides details of the ride controller, device and its required inspections.
- 7.5 All RIB's who are to issue DOCs are given a username and password for the website, www.adipsonline.co.uk to allow inspections to be registered on the ADIPS central database of amusement devices.
- 7.6 RIBs are responsible for security of passwords etc. provided for ADIPS web services.
- 7.7 ADIPS accept no responsibility for security or damage arising from misuse of its web services.

7.8 Inspection Reports

- 7.8.1 RIB's shall perform their inspections in accordance with the requirements of the Scheme Document. A written report shall document the results and confirm whether a satisfactory inspection has been completed.
- 7.8.2 RIB's issue inspection reports in a variety of styles to suit their particular house style. The report shall meet the mandatory requirements for inspection reports as set out in *ISO 17020* and any additional requirements defined in *HSG 175: Fairgrounds and amusement parks – guidance on safe practice*.
- 7.8.3 Inspection Reports shall be appended to ADIPS standard cover pages or recorded on report templates where they are provided.
- 7.8.4 RIB's may request ADIPS to consider withdrawal of ADIPS inspection reports and DOCs previously issued by that RIB. Such a request shall be notified in writing to ADIPS clearly identifying the report(s) and/or DOCs and stating the reasons for withdrawal.

Note: The ADSC reserves the power to determine, and delegate responsibility for, matters relating to the revocation of DOCs and inspection reports issued by RIBs in order to revoke authorisation under ADIPS for the use by the public or any amusement device where there is a serious risk to the public, or the potential for such risk.

8. The Registered Inspection Body (RIB)

8.1 Introduction

- 8.1.1 The Scheme Document shall be used to define the requirements for the registration under ADIPS of IB's performing inspection and certification of amusement devices. It is also intended to assist IB's to select 'competent persons' for the purposes of ADIPS registration and compliance with Health and Safety legislation.
- 8.1.2 By registering an RIB agrees to comply with the ADIPS Scheme Document and all supporting Rules, Regulations, Policies and Guidance. Failure to comply with the Rules may cause actions to be taken or sanctions to be applied in accordance with section 11.

8.2 Registration process

- 8.2.1 It is the IB that primarily registers with ADIPS. However, an IB might be constituted of a single inspector or a number of inspectors.
- 8.2.2 The RIB shall notify ADIPS of a single responsible person for contact regarding all ADIPS matters and for any inspection work done or controlled by the RIB.
- 8.2.3 Each inspector within an IB meeting the requirements of the Scheme Document shall also be individually registered under the requirements of the Scheme Document.
- 8.2.4 The RIB shall register all inspection personnel with ADIPS who may be employees and individuals or employees of other organisations who it has contracts with to perform the scope of its inspection activities.
- 8.2.5 Each IB is subject to assessment by a Registration Panel before acceptance onto the ADIPS register of IB's and compliance/audit assessment whilst registered.
- 8.2.6 Registration shall be annual by submitting the appropriate registration forms and supporting documents to ADIPS and agreeing to comply with the ADIPS Register Rules of Registration defined in section 10. The registration year runs from 01st January to 31st December each year.
- 8.2.7 Supporting documents shall be submitted for initial registration and subsequently if material changes to information contained in their application have taken place.
- 8.2.8 The IB shall submit the following supporting documents to ADIPS each year:
- a) A copy of the current version of its Quality Manual
 - b) A copy of its current Insurance Policy Schedule
- 8.2.9 New applications or IBs applying for an extension to technical scope shall also supply:-
- a) Competency records (CV's and copies of academic/technical qualifications)

8.2.10 The scope of inspection activity for which registration is granted is described in terms of the inspection types and disciplines defined in Appendix 1.

8.3 Formal accreditation

8.3.1 Should a UK or international inspection body wish to join ADIPS and be able to demonstrate that its inspection activities have been successfully assessed by a National Accreditation Body (who is a signatory to the IAF- MLA) to the requirements of *ISO/IEC17020:2012*, for a scope of inspection activities equivalent to ADIPS pre-use Inspection and/or in-service annual inspection of amusement devices then, subject to all rules and regulations of the Scheme Document, they shall qualify for automatic registration with ADIPS for the relevant scope.

8.3.2 The competence and integrity of documentation supplied by an international Inspection Body with relevant Accreditation will also be recognised by RIB's as part of a PUI without further recourse unless the IB has legitimate reason to question the competence or integrity of that documentation.

8.3.3 UKAS accreditation schedules for the scope of inspection of fairground and amusement park devices shall reference the Scheme Document and RIB's seeking formal accreditation will be assessed by UKAS to ISO/IEC 17020 for a scope including the Scheme Document.

8.3.4 An audit of an RIB seeking UKAS accreditation may be undertaken by the Scheme's appointed auditors, independent of UKAS, to the requirements of the Scheme Document to prepare the RIB for the UKAS assessment.

8.3.5 Such an RIB shall not be subject to proactive compliance/audit assessment of the inspection activities covered by the scope of its accreditation as UKAS accreditation demonstrates meeting the requirements of the Scheme Document.

8.4 ISO/IEC17020:2012 Conformity assessment – Requirements for the operation of various types of bodies performing inspection

8.4.1 The following sections provide guidance to those requirements in *ISO/IEC 17020* that need interpretation when applied by inspection bodies carrying out pre-use and in-service inspection of amusement devices in accordance with the Scheme Document.

8.4.2 It does not cover all of the requirements of *ISO/IEC 17020*. IB's are reminded that, under the Scheme Document, they need to comply with the relevant requirements of this publication and be guided by the requirements of *ISO/IEC 17020*.

8.5 Inspection activities (ISO/IEC 17020 clause 5.1.3)

8.5.1 RIB's under the Scheme Document provide one or more of the following inspection activities:

- a) Pre-use inspection of amusement devices to assess the design, manufacture, installation and operation of amusement devices before they are first used in the GB or following any safety-critical modification

- b) In-service inspection of amusement devices to detect actual and potential defects and judgments on the significance of such defects
- c) Reporting the results of pre-use and in-service inspections, specifying any appropriate remedial action and/or recommendations
- d) Issuing certification for an amusement device, confirming that all the required inspections have been satisfactorily completed

8.6 Inspection scheme (ISO/IEC 17020 clause 3.7)

8.6.1 The inspection scheme covered by this document is the Amusement Device Inspection Procedures Scheme (ADIPS).

8.7 Impartiality and independence (ISO/IEC 17020 clause 4.1)

8.7.1 Only 'Type A' or 'Type C' IB's as defined in *ISO/IEC 17020* may register with ADIPS.

8.8 Management system requirements – General (ISO/IEC 17020 clause 8)

8.8.1 RIB's shall maintain a permanently constituted and updated Quality Management System (QMS) based upon the requirements of *ISO/IEC 17020* and any additional requirements of the Scheme Document.

8.8.2 RIB's shall submit the current version of its Quality Manual to ADIPS as part of the annual registration process.

8.8.3 This QMS shall be made available for auditing by ADIPS given reasonable notice.

8.9 Administrative requirements (ISO 17020/IEC clause 5.1)

8.9.1 RIB's shall maintain adequate insurance cover. Proof of professional indemnity insurance cover shall be submitted for initial registration, and subsequently as part of the annual registration process.

8.10 Personnel (ISO 17020/IEC clause 6.1)

8.10.1 The RIB shall demonstrate that it has identified the competence required to undertake the range of inspection activities covered by its scope of registration and that it has processes in place to train, assess and monitor staff against those competences. *UKAS Publication RG 0 – Guidelines on the Competence of Personnel Undertaking Engineering Inspections* provides a framework for a competence management system for IB's. The qualification groups and disciplines in Appendix 1 of the Scheme Document may also be used to develop competence criteria for the inspection of amusement devices.

8.10.2 The RIB shall only authorise personnel to carry out inspections of amusement devices if the inspections are within the designated competence of the inspector.

8.10.3 Inspection personnel shall restrict their tasks to those within the bounds of their authorisation and responsibilities.

- 8.10.4 The RIB shall maintain records of qualifications, training and experience, and records to show how and when each inspector was authorised to perform specific inspection activities. These records shall, as a minimum, indicate the classes and types of Amusement Devices considered being within the competence of that inspector.
- 8.10.5 Training provided shall provide a working knowledge of the amusement devices, equipment and systems including design and manufacture, operation, maintenance, significance of defects, typical problem areas and associated method of rectification.
- 8.10.6 Inspectors shall be able to interpret and apply the appropriate Legislation, Regulations, Codes of Practice, National or International Standards and Guidance to inspection work covered by their scope of accreditation.
- 8.10.7 Inspection personnel shall appreciate the limits of their own knowledge and the conditions under which they are to work, and to whom they can refer to for guidance when encountering a situation beyond the limits of their own competence.
- 8.10.8 A Training Plan should document the following:
- a) Identification of training needs
 - b) Range of amusement devices or competencies for which the inspector requires training
 - c) Details of monitoring requirements
 - d) Details of assessments
 - e) Requirements for further review
- 8.10.9 RIB's may engage competent external organisations to provide training and monitoring.
- 8.10.10 They shall be selected by virtue of their experience and technical competency for the relevant inspection type(s) and discipline(s).
- 8.10.11 Personnel responsible for training shall address the following:
- a) Satisfactory completion of all activities in the trainee's training plan.
 - b) Any decision related to the amendment of training plans during the course of the training.
 - c) Appropriate constraints are placed upon inspection or associated activities.

8.11 Subcontracting (ISO/IEC 17020 clause 6.3)

- 8.11.1 Where the RIB subcontracts any part of the inspection, it shall ensure that the subcontractor is competent to perform the activities in question and, where applicable, complies with the relevant requirements of this Scheme Document.
- 8.11.2 The RIB may base the evaluation of a subcontractor's competence upon its registration with ADIPS. In such cases the RIB shall ensure that the subcontractor's ADIPS registration scope covers the inspection types and disciplines to be subcontracted.

- 8.11.3 Sub-contracted inspection types and disciplines shall not be included in the RIB's scope of registration but will be displayed under the RIB's registration details on the ADIPS website.

Note: Individuals or employees of other organisations who are engaged to provide additional resources and expertise and are formally contracted to work under the RIB's management system are not considered to be subcontractors and shall be registered in accordance with section 8.2.

8.12 Inspection methods and procedures (ISO/IEC 17020 clause 7.1)

- 8.12.1 The general requirements for inspection of amusement devices are specified in *HSG175 Fairgrounds and Amusement Parks – Guidance on safe practice* and in other guidance incorporated into the Scheme Document (See section 3).
- 8.12.2 Based on the above, the RIB should develop procedures, instructions, checklists etc., as necessary, to enable its inspectors to perform inspection effectively and consistently.

9. Compliance/audit assessment

- 9.1 ADIPS will monitor RIB's compliance with the general responsibilities outlined in the Scheme Document or as prescribed by the ADSC. ADIPS may impose compliance orders to remedy a matter where it is deemed that an RIB has failed to meet its responsibilities under the requirements of the Scheme Document.
- 9.2 Should any action required by ADIPS not be satisfied then appropriate actions pursuant to section 11 may be taken.
- 9.3 The Scheme uses compliance/audit assessments to determine that work carried out is performed competently and diligently and in accordance with best practice industry standards.
- 9.4 Compliance/audit assessments are carried out by auditors appointed by ADIPS. On-site witnessing of in-service annual inspection will be accompanied by the RIB.
- 9.5 There are six types of compliance/audit assessment:
- a) Competency assessment – Witnessing of inspection activities and/or desktop review of inspection records to assess IBs suitability for entry into the Scheme or an extension to a RIBs technical scope
 - b) Quality Management System (QMS) audit against the requirements of BSEN ISO/IEC 17020. Clauses of BSEN ISO/IEC 17020 are grouped together and IB's are assessed against 6 key headings: Scope, Organisation, Management, Inspection Processes, Technical Competence and Impartiality/Integrity
 - c) On-site witnessing of in-service annual inspection and assessment against the requirements of HSG 175, paragraphs 124 – 151
 - d) Pre-use inspection against the requirements of HSG 175, paragraphs 83 – 123
 - e) Complaint investigation into standards of work
 - f) Due-diligence audit – this type of audit may arise as a possible outcome of the other assessments. Due-diligence audits are designed to target particular concerns, e.g. competence of individual inspectors to undertake categories of inspection work or assessment of diligence and time spent completing inspection work
- Note:** ADIPS reserves the right to commence audit activity that could include any of the above following information received by external sources, e.g. enforcement authority.
- 9.6 RIBs should be prepared to demonstrate their competence and diligence periodically through the compliance/audit process. ADIPS will engage with RIBs to monitor the application of competence for the technical scope they are registered for.
- 9.7 Each new RIB shall be subject to a compliance/audit assessment to the requirements of the Scheme Document within 12 months of being accepted onto the ADIPS register of IB's.

- 9.8 Each RIB shall be subject to a compliance/audit assessment at least every three years.
- 9.9 The period of time between compliance/audit assessments may be reduced, at ADIPS discretion, should the results of an assessment or other concerns be encountered, which indicate the RIB is failing to meet the requirements of the Scheme Document.
- 9.10 Compliance/audit assessment as defined in no's 1 – 4 above will be undertaken for those RIB's registered to provide inspection services for Electrical or NDT inspection only at ADIPS discretion.
- 9.11 Failure to allow compliance/audit within a reasonable timescale may be treated as a breach of the rules of registration.
- 9.12 Where non-compliant work is discovered the issues will be reported to the RIB. ADIPS will monitor for completion of improvement actions and where required arrange further compliance/audit activity. Should any action required by ADIPS not be satisfied then appropriate actions pursuant to section 11 may be taken.

9.13 Compliance/audit of inspection work – specific communication

- 9.13.1 The RIB will be informed in advance of inspection visits for no's 1 – 4 above.
- 9.13.2 Upon completion of audit work a report will be provided to the RIB. The report may include descriptions of improvement actions and timescales to complete the work.
- 9.13.3 Information or documents obtained in the course of a compliance/audit assessment may only be used for regulatory purposes including as evidence of any non-compliance with ADIPS Rules of Registration in any disciplinary proceedings.
- 9.13.4 ADIPS reserves the right to pass relevant information to appropriate enforcement authorities.

10. ADIPS Register Rules of Registration

The Scheme Document shall be used to define the terms and conditions of registration under ADIPS of RIB's performing inspection and certification of amusement devices, which must be accepted prior to inclusion on the ADIPS register.

10.1 The Registered Business

10.1.1 The RIB shall inform ADIPS:

- a) of its business address and any changes made to the business address;
- b) of its trading title and any changes made to the trading title;
- c) if it changes its ownership;
- d) if it ceases trading; and
- e) the name of the person who will be responsible for ADIPS registration matters – if the RIB comprises a sole inspector, they will automatically become the responsible person.

10.1.2 ADIPS must be informed of any business changes within 5 working days in writing, online or by telephone call.

10.1.3 The business address should be the main address from which RIB controls inspection work.

10.2 General Responsibilities

10.2.1 The RIB shall be wholly responsible for the actions of all persons employed or contracted by them and for any subcontractors engaged by the RIB who are not individually registered with the Scheme.

10.2.2 Anyone carrying out inspection work shall:

- a) do so competently and diligently;
- b) be registered for the inspection types and disciplines of work being carried out;
- c) carry an ADIPS ID badge showing their name, RIB and their individual registration scope;
- d) comply with all relevant requirements of the Scheme Document including all ADIPS/ADSC Rules, Regulations and Guidance listed in section 3 of the Scheme Document;
- e) inform ADIPS promptly if their ID badge is lost or stolen; and
- f) return their ID badge to ADIPS upon request.

10.2.3 If a registered inspector leaves the RIB, ADIPS shall be informed within 5 working days and the ID badge returned.

10.2.4 The RIB shall ensure that:

- a) anyone who carries out inspection work for them is registered or is sub-contracted working under its direct control;
- b) ADIPS are informed promptly when anyone who is registered in their name no longer works for them;
- c) inspection work is adequately monitored;

- d) these rules are understood and followed by anyone who does inspection work in its name.
- e) an up-to-date Quality Management System (QMS) is kept and submitted to ADIPS whenever it is asked;
- f) records and reports relating to all inspection work carried out are kept for a period of 10 years;
- g) records and reports relating to all inspection work carried out are submitted to ADIPS upon request within the specified timescale;
- h) all relevant ADIPS Reports shall be provided to the Ride Controller no later than 28 days after the date the inspection work was completed; and
- i) DOCs are issued promptly and following confirmation that all required inspections have been satisfactorily completed.

10.2.5 Where a client's information is provided, ADIPS will assume that the RIB has in relation to the device permission to provide such information for the purpose of the Scheme, and it is the responsibility of the RIB to ensure that this is agreed.

10.2.6 Where client's information is subject to non-disclosure agreements, the RIB must ensure that exclusions exist in the agreement authorising disclosure to ADIPS and its auditors for the purposes of regulation of the Scheme.

10.2.7 ADIPS may share information with others where needed to manage an RIB's registration as set out in the Scheme Document and Rules of Registration or where required to do so by law.

10.2.8 The RIB and anyone carrying out inspection work shall ensure that:

- a) all inspection work done meets the requirements of the Scheme Document, HSG 175 and any relevant Health and Safety legislation in force at that time;
- b) it carries out its undertakings in a diligent and proper manner including taking sufficient time in carrying out its inspections to ensure that the inspection has been completed to a standard which is satisfactory in accordance with industry best practice as might be reasonably determined by the ADSC;
- c) it does nothing that would contribute to an unsafe operation or illegal activities;
- d) it notifies the Scheme of any concerns they have about unsafe work undertaken under the Scheme;
- e) it notifies ADIPS about any threatened or expected prosecution or sanction relating to ADIPS inspection work placed upon them; and
- f) it does not do anything that would bring ADIPS/ADSC or the fairground and amusement park industry into disrepute;

10.3 Registration Conditions

For any conditions imposed for new and ongoing registrations, the RIB shall:

- a) comply with any conditions of registration in force; and
- b) keep records to support any conditions of registration and provide details to ADIPS upon request.

10.4 Compliance/audit assessment of inspection work

The RIB shall:

- a) allow ADIPS to undertake compliance/audit activity of the registered business, the QMS, the inspection records and the witnessing of any inspection work within the specified timescale;
- b) make the responsible person and the person who completed the inspection work available upon request for any assessment visit; and
- c) make available for audit the QMS and records of inspection work mentioned in section 10.2.4 (e), (f) and (g) as well as any other information that shows how it makes sure that inspection work is performed competently and diligently;
- d) comply with any improvement action requests following compliance/audit activity and submit evidence to ADIPS within the specified timescale.

10.5 Complaints

The RIB shall:

- a) co-operate fully with any investigation carried out by ADIPS;
- b) allow any compliance/audit assessment to be carried out while ADIPS is investigating;
- c) provide all documentation requested; and
- d) comply with the Scheme's disciplinary and appeal rules.

10.6 Sanctions, suspension and removal

10.6.1 The RIB shall ensure that:

- a) if it and/or a registered inspector is suspended from the Scheme, it or the registered inspector (as appropriate) will not undertake ADIPS inspection work until registered again;
- b) if it and/or a registered inspector is suspended from carrying out a particular category of inspection, it or the registered inspector (as appropriate) will not do any further inspection work in that category until that category of work has been reinstated; and
- c) it keeps to any conditions for auditing, recording and reporting work which is placed on it's or a registered inspector's registration by the Scheme, until ADIPS removes those conditions in writing.

10.6.2 If the RIB holds formal accreditation for the scope of inspection of fairground and amusement park devices UKAS will be informed of the details of suspension or revocation of the registration.

10.7 Fees and charges

10.7.1 The RIB shall ensure that ADIPS receive full payment for all Scheme fees and charges relating to the RIB within the required time.

10.7.2 ADIPS reserves the right to determine credit terms for individual RIBs as it shall deem fit and its sole discretion.

11. Complaints

11.1 ADIPS will impartially and robustly investigate complaints and allegations about RIBs in accordance with its rules. Where sufficient evidence supports unsafe work or actions that breach the Rules of Registration or may bring ADIPS/ADSC or the fairground and amusement park industry into disrepute, appropriate and proportionate sanctions may be applied.

Note: Issues beyond ADIPS remit may be referred to the appropriate enforcement authority with information about the allegation.

11.2 Complaints process

11.2.1 Formal complaints against RIB's shall be in writing and marked for the attention of the General Manager.

11.2.2 A complaint may be brought under the Scheme Document where an RIB or a registered inspector has:

- a) directly or indirectly broken, evaded or violated any of the Rules of Registration as defined in section 10.
- b) acted in a manner which might bring the fairground and amusement park industry or ADIPS/ADSC into disrepute or which is detrimental to the interest of the fairground and amusement park industry or ADIPS/ADSC.

11.2.3 In terms of the application of the Rules the following are classed as examples of what may bring the fairground and amusement park industry ADIPS /ADSC into disrepute:

- a) Poor quality inspection / lack of diligence
- b) Issue of DOCs prior to an inspection being complete.
- c) Non-issue of reports or DOCs or failure to provide promptly.
- d) Failure to report safety-critical defects to ride controllers
- e) Working outside the scope of categories of registration
- f) Failure to allow ADIPS to audit work within the specified timescale
- g) High levels of justifiable complaints
- h) Failure to inform ADIPS of any enforcement action taken against the RIB e.g. improvement notice, prosecution etc.
- i) Airing vexatious grievances against ADIPS
- j) Failure to manage inspection work undertaken either directly or indirectly (sub-contracted) by the RIB
- k) Activities that lead to prosecution or enforcement action
- l) Failure to co-operate fully with an investigation undertaken by ADIPS
- m) Failure to comply with a sanction imposed by a Disciplinary or an Appeal Panel.

11.2.4 The ADSC reserves the right to determine matters which constitute disrepute.

11.3 Sanctions, suspension and removal

11.3.1 The Scheme reserves the right to impose sanctions on any RIBs or registered inspectors.

- a) Sanctions may be applied for failing to inspect competently and diligently or failure to comply with ADIPS Rules of registration.
- b) ADIPS will inform the RIB of actions required to lift any sanctions.
- c) Failure to demonstrate that the RIB is working in accordance with the provisions of the Scheme Document or to the appropriate standards may result in the suspension or removal of the RIB or inspector (as appropriate) from the register.

Note: The RIB or inspector that has been removed from the ADIPS Register may reapply, but they will need to satisfy ADIPS that they will continue to meet the standards expected.

11.4 ADIPS reserves the right to impose conditions upon registration or to reject an application where an enforcement authority has prohibited them from inspection work.

Note: Under Rule 11.2 of the ADSC Rules in the case of an emergency situation where there is deemed to be a serious risk to the safety of the public and others (to be determined by the General Manager or the ADSC at their discretion) an RIB, or any of its inspectors may, by notice in writing be suspended with immediate effect from the ADIPS register or be required to cease conducting any inspections pending the investigation of any complaint or resolution of proceedings against him.

Appendix 1 Qualification Groups and disciplines

The levels of competence, experience and training required for its personnel shall be defined by the RIB based on the following guidelines:

Group 1 (DR, ACD, IT, in-service annual inspection)

Chartered Engineer as defined by the Engineering Council or a person holding an appropriate technical degree (or equivalent e.g. NVQ Level 5) including at least three years' experience within an engineering discipline associated with the inspection of amusement devices.

Group 2 (DR, ACD, IT, in-service annual inspection)

Incorporated Engineer as defined by the Engineering Council or a person holding an appropriate technical HNC (or equivalent e.g. NVQ Level 4) including at least three years' experience within a relevant engineering discipline of which at least one year shall have been spent working within an engineering discipline associated with the inspection of amusement devices.

Group 3 (ACD, IT, in-service annual inspection)

- a) Engineering Technician as defined by the Engineering Council or a person holding an appropriate technical ONC (or equivalent e.g. NVQ Level 3) having a minimum of three years' experience within a relevant discipline of which at least one year shall have been spent working within an engineering discipline associated with the inspection of amusement devices, or;
- b) Person trained in a relevant engineering discipline with a recognised and documented engineering apprenticeship with a minimum of three years' experience within a relevant discipline of which at least one year shall have been spent working within an engineering discipline associated with the inspection of amusement devices.

Group 4 (in-service annual inspection of Class B Rides only)

- a) Person* who has attained the competency requirements of Group 3 (or above), but is making an application to undertake the in-service annual inspection of Class B rides only. Such persons may not require one year's experience working within an engineering discipline associated with the inspection of amusement devices.
- b) Person with less than tradesman's apprenticeship but with a minimum of three years spent working with or within an industry associated with amusement devices and having a general knowledge sound engineering practice, amusement devices and their operating environment. Such employees shall, within the first 6 months of registration, have satisfactorily completed an appropriate training course and passed appropriate documented tests in amusement device inspection, or;

Group 5 (Trainee under constant monitoring/**/***)**

- a) Person with a recognised status via a relevant engineering institution or appropriate qualification as defined in Groups 1 – 3 above but without relevant experience or;
- b) Person with a minimum of three years***** spent working with or within an industry associated with, or related to, amusement devices and having a general knowledge of sound engineering practice, amusement devices and their operating environment. Such employees shall, within the first 6 months of registration, have satisfactorily completed an appropriate training course and passed appropriate documented tests in amusement device inspection.

Group 6 (In-service annual inspection of inflatable play equipment)

As an alternative to the qualification groups outlined above, the PIPA scheme is recognised within *HSG 175* as being an appropriate demonstration of competence to allow registration with ADIPS for the inspection and testing of inflatable play equipment.

Subject to all rules defined in the Scheme Document, an IB that attains registration with PIPA shall qualify for registration with ADIPS for the inspection of inflatable amusement devices covered under the PIPA Scheme.

*Minimum entry level for IB's which comprise a sole inspector

**As defined in BS EN ISO/IEC 17020:2012 Clause 6.1.8 as follows: Personnel familiar with the inspection methods and procedures shall monitor all inspectors and other personnel involved in inspection activities for satisfactory performance. Results of monitoring shall be used as a means of identifying training needs. NOTE Monitoring can include a combination of techniques, such as on-site observations, report reviews, interviews, simulated inspections and other techniques to assess performance, and will depend on the nature of inspection activities.

***Inspectors shall work under direct supervision until they have sufficient experience to allow them to work under alternative monitoring techniques. Direct supervision means working directly alongside the supervising inspector at all times, and both inspectors shall be involved with the single device or single major component of the device at the same time.

**** Permitted only for inspection and testing to identify defects, within the limits specified by appropriately qualified and authorised personnel. Any decisions involving limits of acceptability, repairs or modifications shall be approved by appropriately qualified and authorised personnel.

*****Where the amusement device inspection procedure is organised on a routine, repetitive and well-monitored basis then the three year experience requirement may not be necessary.

Inspection Disciplines

Inspection disciplines covered by the Scheme are as follows:

In-service annual inspection:

- a) Mechanical/structural integrity
- b) Electrical safety
- c) Functional Test
- d) Non-Destructive Testing (NDT)

Pre-use inspection:

- a) Structural
- b) Mechanical
- c) Machine Dynamics
- d) Electrical
- e) Control Systems
- f) Hydraulic
- g) Pneumatic
- h) Civil

Non-Destructive Testing (NDT)

The Inspection Body shall:

Demonstrate that personnel engaged in NDT of amusement devices hold as a minimum level 2 certification, appropriate for the NDT method and the material/geometry of the components to be tested, issued by either:

A certification body (e.g. PCN) as defined in ISO 9712 *Non-destructive testing – Qualification and certification of NDT personnel*, or;

The practitioner's employer, in the case of a recognised 'employer- based' scheme, such as SNT-TC-1A.

Appendix 2 Classification of Amusement Devices

Class A.

Covers a wide range of complex amusement devices operated by means of motive power and a number of complex manually operated rides.

Class B.

Covers a wide range of simple (predominantly juvenile) amusement devices operated by means of motive power, manually operated rides and inflatable amusement devices.

The classifications of registered amusement devices are determined by ADIPS from time to time. A full, up-to-date list of Class B devices is available from the ADIPS website www.adips.co.uk.

The following have been agreed as examples of Class A and Class B amusement devices.

Class A	Class B
Big Wheels	Arcades
Bombers	Battery Rides (Karts, boats etc.)
Drop Towers	Bungee Trampolines
Gallopers	Dodgems
Ghost Trains	Formula/Convoy Rides
Log-Flumes	Fun-Houses
Miamis	Hand-Turned devices
Orbiters	Mini-Wheels
Roller-Coasters	Juvenile Chair-O-Planes
Simulators	Juvenile Jets/Paratroopers
Tagadas	Juvenile Twists
Twists	Juvenile Waltzers
Waltzers	Inflatables
	Rodeo Bulls
	Slides (Astro-glides, Slips etc.)
	Swing Boats
	Swinging Gyms
	Tea-Cups
	Toy Sets
	Trampolines

Table 2 – Classifications of amusement devices



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