

# Oklahoma Department of Labor

## Amusement Ride Inspection Services

### Waiver of Inspection Application

This packet provides information and instructions for the submittal of the Oklahoma Department of Labor (ODOL) Amusement Ride Waiver of Inspection program.

*Notice: The Waiver of Inspection program is only applicable to shows who operate in Oklahoma for more than 5 (five) sites/locations within the calendar year.*

#### **Application Instructions:**

#### **ALL DOCUMENTS MUST BE ON COMPANY LETTERHEAD**

- **Consideration of Application:**

- A letter from the owner/operator must be submitted requesting approval of the application. This letter must be submitted on company letterhead.
  - Please refer to Example A for guidance

- **Inspectors:**

- A letter from the owner/operator must be submitted requesting approval of an inspector. This letter must be submitted on company letterhead.
  - Please refer to Example B for guidance
- Inspectors must be National Association of Amusement Ride Safety Officials (NAARSO) certified. A copy of the inspector's current certification must be provided to the ODOL each year.
  - Non-complex portable ride waiver inspectors are exempt from the NAARSO inspector certification requirement.
- All inspectors identified within the application must pass a written exam covering Oklahoma's Amusement Ride Safety Law.
  - This is an open book exam. Contact the ODOL Amusement Ride program Administrator to obtain a copy of the exam.
  - Exam Instructions:
    - Circle the correct answer.
    - Use a current copy of the Amusement Ride Safety Act and Rules
    - Submit completed exam to the ODOL

- **Rides:**
  - A list of all amusement rides to consider a part of this application must be submitted to the ODOL and include the following information for each ride:
    - The manufacturer
    - The manufacturer's name
    - The "Theme" name used by the owner
    - The year built (if unsure of the exact year – provide the best information known)
    - Serial Number
    - The US ID or Oklahoma Number
  - Owners/operators must have a complete ride manual for each ride listed in the application.
    - It is recommended to contact each manufacturer to determine that the manual consists of the latest information.
  
- **Itinerary:**
  - A list of all booked events for the year of the application must be provided to the ODOL.
  - The following information must be included:
    - The date and time the booked event (show) is scheduled to open.
    - The date and time the booked event (show) is scheduled to close.
    - Estimated time of arrival at the location of the booked event (show)
    - The actual location of the event (this information will be provided to ODOL inspectors to direct them to the location of the event. This information needs to be as accurate as possible to prevent delays or the cancellation of an inspection.
    - **POINT OF CLARIFICATION: If a date or location of a booked event (show) changes or there is an addition to your itinerary submitted in your application packet to the ODOL, it is the responsibility of the owner to notify the ODOL of these changes.**
      - **Changes can be submitted to the ODOL by email or fax and it is recommended to contact the ODOL to ensure receipt information.**
  
- **Inspection Checklist:**
  - A safety inspection checklist must be submitted to the ODOL for each ride identified in the application.
    - One can use the manufacturer's information and ride manuals for this as per Example C; this example was taken from a ride manual.
      - This example is not complete but provided as a tool to assist you
  - Again a checklist must be provided for each ride.
    - Each checklist must be submitted on company letterhead (please ensure the checklist is legible. Any check list not legible will not be accepted and the application will be considered incomplete.
    - Be sure to cover all general inspection points, maximum speed and operating restrictions on the checklist.

- A safety inspection checklist for midway and electrical safety must be submitted with the application.
  - Again, checklist must be submitted on company letter head.
  - Please feel free to use the example provided and make any necessary changes based on your operation protocol.
  - You will also need to provide copies of the final approved midway and electrical checklist to the ODOL for your file.
  
- **Inspection Reports:**
  - The enclosed waiver daily inspection report must be used when conducting inspections of rides listed under the ODOL Waiver Program.
    - A report must be completed for each ride at each booked event location.
    - The report has space for 4 (four) dates and one form is good for one ride for 4 (four) days at one location.
  
- **Additional Points:**
  - You may substitute official OABA forms 1A0A-1 and 1A0A-2. They must be filled out completely and daily. The approved waiver inspector must sign or initial in place of the ride foreman, ride operator and ride superintendent. The show owner must sign as safety coordinator if the owner is not the inspector. If you use the OABA forms for rides, you must use copies of the waiver daily inspection report for the midway and electrical parts of the daily inspections. Contact OABA for copies of these forms. Completed samples of both types of forms are available.
  - You must perform inspections daily at each location with one per day for midway safety and one per day for electrical safety. An idea would be to 3-hole punch them and keep them in a binder. Keep the forms in an orderly fashion with you at each site. They will be a special point of interest when the state inspector spot checks you. Not having them up to date will not be acceptable.
  - The Oklahoma Amusement Ride Safety Act is available on the Department of Labor website at [www.labor.ok.gov](http://www.labor.ok.gov). Study the act and rules to ensure you know and understand the information contained within them. You need to keep a copy of the act and rules with you at each site. You can also have a copy mailed to you by calling the office. It is essential that you know and operate by the rules.
  - Note: Make sure you keep your information accessible and available at all times for the inspectors to review on every site.

EXAMPLE (A) – REQUEST FOR WAIVER OF INSPECTIONS  
**(COMPANY LETTERHEAD)**

Date

Dear Commissioner:

I hereby request waiver of inspections as per Title O. S. 1991, Section 462 (C). Enclosed is all appropriate documentation according to rule 380-55:15. In the interest of public safety, I will abide to all requirements of said rule.

Sincerely,

Name

Title

EXAMPLE (B) – WAIVER INSPECTOR DESIGNATION  
(COMPANY LETTERHEAD)

[Date]

Dear Commissioner:

As the owner of (name of show), I request that I be approved as the waiver inspector of (name of show), as per 380-55:15.

(full name of owner)  
(social security number)  
(date of birth)

OR

As the owner of (name of show), I request that:

(full name of individual)  
(social security number)  
(date of birth)  
(personal mailing address)  
(personal phone number)

Be approved as the waiver inspector for (name of show) as per rule 380-55:15. (Full name of individual) is a full time employee of (name of show), and is empowered by me to order the cessation of ride operation due to unsafe conditions.

Sincerely,

Name  
Title

EXAMPLE (C) – WAIVER INSPECTION CHECKLIST  
(COMPANY LETTERHEAD)

(Name of Ride)

(Manufacturer)

(Serial No.)

(OK Number)

GENERAL INSPECTION POINTS:

Check all main trailer support jacks for tightness.

Check main outriggers for tightness.

Check that all platform screw jacks are snug.

Check that all entrance/exit steps are secure.

Check the main through bolts and side bolts on each counterweight for tightness.

Check the tower support attachment at the floor for cracks.

MAXIMUM SPEED:

19 1 / 4 RPM

OPERATING RESTRICTIONS:

Do not allow small children to sit in the end seats on the seat frame.

If the ride is primarily small children, do not operate the ride at full speed. If the ride is all teenagers or adults, then operate the ride at full speed.

If there is an extremely large person sitting next to a child, you may have to reposition the passengers or let the child or extremely large person off of the ride until the next load.

If there is a problem with one of the passengers (i.e. someone is trying to get out from underneath the lap bar) or a problem of any kind, immediately let go of the toggle switch, bringing the ride to an immediate stop. In an emergency situation, hit the red palm button, which will set the mechanical brake.

If there is any question about how securely the passenger is held into the ride, do not operate the ride until the situation is remedied.

No smoking. No food or drink. No loose articles.

No passengers who cannot be properly secured due to their size.

No pregnant women.

No persons who are visibly ill or under the influence of alcohol or drugs.

**These general inspection points and operating restrictions are directly from a ride manual and are only used as an example. Your ride inspection checklist must contain basic inspection points, maximum speed and operating restrictions.**