

# Oklahoma Department of Labor



**Leslie Osborn**  
COMMISSIONER OF LABOR

## **Administrative Guideline**

TO: Amusement Ride Owners

FROM: James Williams  
Director, Safety Standards Inspection Services

RE: Waiver Program Inspection

**NOTE:** Amusement Rides must meet all requirements per 40 O.S. § 460, *et seq.*, Oklahoma Administrative Code (OAC) 380:55 and applicable American Society for Testing and Materials (ASTM) standards and all administrative guidelines. Guidelines can be found on the Oklahoma Department of Labor (ODOL) website, [www.labor.ok.gov](http://www.labor.ok.gov).

### **REGISTRATION**

- All registrations expire the last day of the previous operating year.
- All amusement rides are required to be registered annually with the Oklahoma Department of Labor (ODOL).
- Registration fees will apply. The fee schedule is located on the Amusement Ride page in the “Related Topics” box titled “New Fee Schedule”.
- The annual registration application is available at [www.labor.ok.gov](http://www.labor.ok.gov). Submit applications to [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov).

### **INSURANCE**

- Owners/operators must provide proof of insurance coverage on an annual basis prior to use.
- Upon renewal of insurance coverage, a copy must be provided to the Oklahoma Department of Labor (ODOL).
- Owners/operators are required to hold liability insurance of one million dollars (\$1,000,000.00) and provide a copy to the Oklahoma Department of Labor. The Oklahoma Department of Labor must be identified as the certificate holder as shown below:

Oklahoma Department of Labor  
Safety Standards Division  
3017 North Stiles, Suite 100  
Oklahoma City, OK 73105  
(405) 521-6604

## WAIVER APPLICATION

- Qualifications for approval:
  - Must be in good standing with the Oklahoma Department of Labor.
  - Have at least 1 year of verifiable history with Oklahoma Department of Labor.
  - No late payments from previous year
- The waiver packet can be obtained at [www.labor.ok.gov](http://www.labor.ok.gov) or by calling (405) 521-6100 / (405) 521-6604. Submit application to [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov).
- Owners may apply for a waiver inspection for Temporary **complex rides** if the following apply:
  - National Association of Amusement Ride Safety Officials (NAARSO) Level I inspector on staff.
  - Complete and pass an Oklahoma Department of Labor Amusement Ride Law exam every three years with a minimum score of 90%.
  - Submit event itinerary with a minimum of five (5) scheduled events.
- Owners may apply for a waiver inspection for Temporary **non-complex rides** if the following apply:
  - A Temporary noncomplex ride is a ride that can be set up by one (1) person in one hour or less.
  - Complete and pass an Oklahoma Department of Labor Amusement Ride Law exam every three years with a score of 90% or higher.
  - Submit event itinerary with a minimum of five (5) scheduled events.
- An itinerary of all booked events for the year of the application must be provided to the Oklahoma Department of Labor.
  - Each itinerary event submitted must list all rides scheduled to be set up
  - All itinerary updates, changes or cancellations must be reported to the Oklahoma Department of Labor:

Oklahoma Department of Labor  
Safety Standards Division  
3017 North Stiles, Suite 100  
Oklahoma City, OK 73105  
Business Hours- M-F/8-5 - (405) 521-6604  
After Hours/Weekend/Holiday - (405) 343-9815  
[odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov)

- Maintenance and inspection records, including records for any waived inspections must be maintained on-site for review by Oklahoma Department of Labor, electronic or hard copies are acceptable.
- Daily inspections must be supervised by the waiver inspector on record, even when an ODOL inspector is on site.
- Waiver inspection approval will be granted after the first initial Oklahoma Department of Labor state inspection has been conducted.
  - Initial inspection of all rides submitted in the waiver packet ride list will be conducted at the owner's place of business or first set up for traveling carnivals.
  - Oklahoma Department of Labor will conduct two midseason inspections. The owner will be notified the day prior to inspection.
  - Oklahoma Department of Labor will conduct an end of year seasonal safety audit of all records during the operating season.

- If the owner/operator is found to be out of compliance with the requirements of the program the waiver may be revoked.
- Spot checks may be conducted by Oklahoma Department of Labor throughout the season without notice and at no cost to the owner.

**40 O.S. § 460.2 (b)** Rules promulgated pursuant to subsection A of this section shall include the following language:

The owner of an amusement ride shall maintain up-to-date maintenance, inspection, and repair records between inspection periods for each amusement ride in the manner provided by the Commissioner of Labor. The records shall contain a copy of all inspection reports commencing with the last annual inspection, a description of all maintenance performed, and a description of any mechanical or structural failures or operational breakdowns and the types of actions taken to rectify these conditions.

**NOTE:** This Guideline is meant to assist in the guidance provided for in 40 O.S. § 460, *et seq.*, OAC 380:55 and applicable ASTM standards and all administrative guidelines and is not an exhaustive document.

If you have any questions, don't hesitate to contact me at 405-521-6100/888-269-5353 or at [james.williams@labor.ok.gov](mailto:james.williams@labor.ok.gov)

Sincerely,

A handwritten signature in cursive script that reads "Jim Williams".

James Williams, Director  
Safety Standards Inspection Services  
Oklahoma Department of Labor