

WAIVER INSPECTION PACKET INSTRUCTIONS

We suggest that you compile all of the documentation requested and forwarded to the Department of Labor as soon as possible. Upon receipt it will be reviewed. If approved, your certificate and approval letter will be mailed to you. If you need any assistance, please call the office at (405) 521-6100 or you can FAX your paperwork to (405) 521-6025.

1. Write a letter of request for waiver of inspections, on company letterhead, as per example (A)
2. Write a letter of request for approval of inspector, on company letterhead, as per example (B)
3. Have the inspector take the Oklahoma law examination. This is an open book exam. Contact the staff in Safety Standards for a copy of the exam. Circle the correct answers. Use a copy of the current law (Amusement Ride Safety Law, 2014 Edition) to answer the questions. Submit completed exam along with the other required documents to OK Department of Labor.
4. If you do not have a full complete ride manual with all of the latest bulletins and updates, call the ride manufacturer and get them now. It would be a good idea to call each of them anyhow to see that you have all the latest information, and to make sure you are on their mailing list for future bulletins.

Note: The specific company that made your ride may not be in business under that name.

Example – Hrubetz, Kilinski, Man-Co, are all now Darton; Eyerly is not Oregon; Venture is now Advantage; Hampton has undergone a lot of changes but is still in business.

Having this type ride will not be an excuse for not having a manual.

King Rides, Mangles, S & S, Watkins, etc. are out of business.

5. Develop a safety inspection checklist for each of your rides. 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; it is simply a tool to help you.
Follow the example, one check list for each ride, use company letterhead and report must be legible. Be sure to cover all general inspection points, maximum speed and operating restrictions on each checklist. You may FAX, email or deliver your checklists to us.

Note: If a manufacturer for some of your rides is out of business you will still be required to put a check list together. We suggest you put together lists for the rides that you have manuals for first. This will give your ideas for the rides you do not have manuals for. You may contact the office to see if we have the information. We have some information on obsolete rides retained in the office. You will need to provide the ODOL office with the final approved checklist for each ride for your file.

6. Develop a safety inspection checklist for midway safety and electrical safety. Again, use company letterhead for each. Use the examples provided and feel free to add and change things to suit your operation. You may even want to include safety items for concession trailers, joints, etc. If you need help you can contact one of the inspectors. You will also need to provide copies of the final approved midway and electrical safety checklists to the office for your file.
7. Develop a full list of your rides. Include the ride name (manufacturer name), theme name (what you call it), manufacturer, year built (best guess if you do not know for sure), serial number (for some rides this may be hard, please see if there is some permanent number attached to the ride) and the US ID or Oklahoma number. The list you sent in at the first of the year will not do. Use your company letterhead.
8. Develop a full list of your booked locations for the year. Include the date and time the show opens, date and time the show closes estimated date and time of arrival on-site and actual location (fairgrounds-North of city-Hwy 101, Main Street downtown, shopping center on Broadway St., etc.). **Remember if a dates or locations change or bookings are added you are required to notify the ODOL.** If you submit changes by email or fax confirm they were received.
9. Make copies of the enclosed waiver daily inspection report. This is the form that you will use when you inspect each of your rides. Fill out one report for each ride at each location. The form has spaces for four (4) dates. One form is good for one ride for (4) days at one location.

Note:

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.

10. The Oklahoma Amusement Ride Safety Act is available on the Department of Labor website at 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.
11. Inspectors must be NAARSO certified and provide a copy of the current certification to the ODOL each year. Non-complex portable ride waiver inspectors are exempt from NAARSO inspector certification requirements.

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 INSPECTIONPOINTS:

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 thru 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, or someone is trying to get out from underneath the lap bar, or a problem of any kind, immediately let go of the toggle switch, which will bring the ride to an immediate stop. In an emergency situation, hit the red palm button, which will set the mechanical brake as well.

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 woman.

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.