Administrative Guideline

TO: Amusement Ride Owners

FROM: James Williams
Director, Safety Standards Inspection Services

RE: Waiver Inspection


REGISTRATION

- All amusement rides are required to register with the ODOL and owners/operators must provide proof of insurance coverage on an annual basis.
- The annual registration application is available at www.labor.ok.gov. Submit applications to odol.amusement@labor.ok.gov.
- Water Park 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
- The Registration step shall be accomplished prior to any waiver requests.
WAIVER APPLICATION

To qualify for the waiver:
- 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 or by calling (405) 521-6100 / (405) 521-6604. Submit application to 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 must be submitted with all scheduled shows.
- Each itinerary event submitted must list all rides scheduled to be set up
- All 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
  (405) 521-6604
  odol.amusement@labor.ok.gov

Maintenance and inspection records, including records for any waivered 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 a second inspection midseason. The owner will be notified the day prior to inspection.
- Oklahoma Department of Labor will conduct a seasonal safety compliance 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

Sincerely,

![Signature]

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