



<b>Elevating and Amusement Devices Safety Division</b>	Ref. No.: <b>513 / 00</b>	Rev. No.:
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**Subject:** New Procedure for managing Inspections of Amusement Devices

**Sent to:** All Amusement Devices Licensees & Consultants and Provincial Chief Inspectors in Canada

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## 1. INTRODUCTION

- The current TSSA procedure for inspections of amusement devices under the Amusement Devices Act, is changed in order to enhance its effectiveness in regulating the safety of amusement devices in Ontario.
- This procedure requires yearly inspections by TSSA inspectors prior to the operation of each amusement device in Ontario.

## 2. ORDER TO LICENCEES – EFFECTIVE IMMEDIATELY

### 2.1 Inspections

In order to facilitate the timely performance of periodic inspections of amusement devices by TSSA inspectors, the licensee shall comply with the following:

- a) **The licensee shall** arrange for the inspection by a TSSA inspector of each amusement device once a year prior to the start of its operation in Ontario,
- b) At least two weeks prior to the scheduled start of operation of an amusement device, the **licensee shall** submit a pre-inspection notice to the TSSA district inspector containing the following information:
  - (i) Location/inspection date;
  - (ii) Number of devices requiring inspection;
  - (iii) Permit number(s) of device(s) requiring inspection(s); and
  - (iv) Licensee's contact person and phone numbers.

**Note: Scheduling of inspections will be determined by TSSA in consultation with the Licensee. The intent is to inspect prior to operation, however, due to local circumstances there may be occasions where by mutual agreement, an inspection may be deferred to allow for operation.**

- c) **The licensee shall** make available at all times in the vicinity of the amusement device copies of the following documents:
  - (i) The last inspection report;
  - (ii) The license to carry on the business of operating amusement devices;
  - (iii) The permit to operate the amusement device;
  - (iv) The technical dossier for the amusement device filed with TSSA;
  - (v) Manufacturer/designer's instructions and/or manuals for maintenance, operation, testing and inspection of the amusement device;
  - (vi) All manufacturer/designer's bulletins related to the amusement device; and
  - (vii) Log books

- d) Where required in an inspection report, the **licensee shall** arrange for a follow up inspection with a TSSA inspector within the time limit specified in the report.

**NOTE:** 1. Any licensee who does not schedule an inspection in accordance with Order 2.1(b) may be subject to a premium inspection fee.

## **2.2 Attest by Licensee**

The licensee shall attest on the periodic inspection report issued by the TSSA inspector that the amusement device is operated, maintained, inspected, and tested in full compliance with any bulletin issued by the manufacturer/designer, TSSA and/or other safety/regulatory authority.

Note: The TSSA Inspector will validate the current amusement device permit with the periodic inspection date and report number to confirm that the periodic inspection has been performed.

## **3. REMINDER TO LICENCEE**

Every licensee, including persons in its employ who are responsible for maintenance, operation, inspection and testing, must have full knowledge of the Amusement Devices Act and Regulation to keep amusement devices safe during their usage.

## **4. ACKNOWLEDGEMENT**

This bulletin has been prepared in consultation with and gives recognition to members of the following groups:

- The Amusement Devices Industry Advisory Council
- The Amusement Devices Industry Working Relations Committee
- The TSSA Inspectors Working Group

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