



Elevating and Amusement Devices Safety Division	Ref. No.: 513 / 00	Rev. No.: 2
Enforcement Procedure Bulletin	Date: March 16, 2000	Date: January 21, 2007

Subject: Procedure for managing Permits and Inspections of Amusement Devices

Sent to: All Amusement Devices Licensees & Consultants

1. INTRODUCTION

As of January 2007, a revised process to obtain annual licenses and permits was put into effect to better reflect business operations within the amusement device industry. These changes are a direct result from feedback given by industry. As a result of these changes all operator 'licenses' and device 'permits' expire annually on March 31st, as do the permissions to operate the device, unless a LICENSE, PERMIT, INSPECTION and PERMIT VALIDATION process has occurred to renew these expiry dates.

The following outlines the steps necessary to ensure compliance to the regulations regarding the operation of amusement devices.

2. REVISED PROCESS

2.1 Amusement Device Operator LICENSE application

Operators must first update their licensee status before any device permits are issued.

For this process, the following completed documentation and supporting materials are required:

- 'Application for an Ontario License to carry on the business of operating Amusement Devices', complete with amusement device mechanic information
- An original 'Certificate of Insurance', from your insurance provider and
- Applicable payment

Notes:

- Forms are available from <http://www.tssa.org/regulated/amusement/amusementForms.asp>
- The operators insurance must be kept current in order to keep the Operators License valid

2.2 Amusement Device PERMIT application

Once an operator has updated his/her licensee status, device permit requests will be processed.

For this process, the following completed documentation and supporting materials are required:

- Application for an Ontario Initial Permit to Operate and Amusement Device (if this is a brand new device that has been successfully filed with TSSA's engineering department)
- Permit renewal remittance form (for existing devices) indicating the devices requiring renewal
- Applicable payment
- An operating schedule for the desired amusement device which details;
 - The locations in Ontario where the device will be operated and
 - The operating dates
- After completion of the permit application process, TSSA will return to the licensee either a,
 - Pre-printed PERMIT form (indicating the device is eligible for inspection), or
 - a consolidated statement indicating which devices are now eligible for inspection and permitting (permits will be issued by inspectors in the field).

If a pre-printed PERMIT form is returned to the Licensee, the Licensee must ensure the pre-printed PERMIT form is available during the inspection, so the inspector can validate the permit. Pre-printed PERMITS are NOT valid unless validated by a TSSA inspector.

Notes:

- Forms are available from <http://www.tssa.org/regulated/amusement/amusementForms.asp>
- If a full season device-operating schedule is not readily available, operators should provide as detailed a schedule as possible.
- Operating schedules are to be updated and kept current by the Operator throughout the season.

2.3 INSPECTION Scheduling

Upon completion of the License and permit application process, the licensee must request an inspection by a TSSA inspector.

The licensee shall provide reasonable notice when requesting inspections, and provide the TSSA district inspector the following information as part of the request:

- (a) Location/inspection date;
- (b) Number of devices requiring inspection;
- (c) Permit number(s) of device(s) requiring inspection(s); and
- (d) Licensee's contact person and phone numbers.

Notes:

- Operational and additional periodic inspections shall be performed at the discretion of the inspector.
- Devices must not be operated beyond the March 31st expiry date stated on the permit

2.4 INSPECTION

The licensee shall make available at all times, in the vicinity of the amusement device, copies of the following documents:

- (a) The last inspection report;
- (b) The license to carry on the business of operating amusement devices;
- (c) The technical dossier for the amusement device filed with TSSA;
- (d) The manufacturers instruction manuals for maintenance, operation, testing and inspection of the amusement device;
- (e) All safety bulletins by the manufacturer, TSSA other regulatory or safety authorities that are applicable to the devices;
- (f) Log books;
- (g) Proof of Insurance; and
- (h) A copy of the proposed operating schedule for the device
- (i) A record or training of operators and attendants

2.5 Completion of the Inspection and Device PERMIT VALIDATION

- (a) Upon completion of a successful inspection, the TSSA Inspector will print and validate the amusement device permit with his or her signature. Permits are not validated until signed.
- (b) Inspections requested between January 1 to March 31, which are intended to be applicable to the subsequent renewal period (after March 31st), will result in a renewed/extended* expiry date, and will be counted as the required annual inspection. The permission to operate will be valid until expiry on March 31. *devices must pass the inspection in order to renew or extend expiry dates

- (c) For inspections requested after March 31st, contractors are reminded that they are not permitted to operate any amusement device until successful completion of an inspection by a TSSA inspector. Upon successful completion of this inspection the inspector will validate the permit, and the device permit will be renewed with an expiry date of March 31.
- (d) Where a device has passed an inspection and permission to operate has been granted, but directions have been issued (detailed in the inspection report) , **the licensee shall arrange for a follow up inspection** with a TSSA inspector **within the time limit specified** in the report.
- Note: Licensees who do not arrange for follow up inspections within the required compliance time period shall be subject to a premium inspection fee at double the normal hourly rate.

NOTES:

- Any licensee who does not schedule an inspection in accordance with Order 2.3 may be subject to a premium inspection fee at double the normal hourly rate.
- 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.

Rob Kremer, P. Eng.,
Technical Leader, EDAD Program

Roger Neate
Operations Manager, EDAD Program