

# State of California

## Portable Ride Owner Inspection Guide

Department of Industrial Relations  
Division of Occupational Safety & Health  
Amusement Ride Section  
916-263-3511

2019 Edition



# “Inspection Guide”

Purpose:

This presentation is an inspection guide for the state of California's temporary amusement ride owners.

It is not meant to be a legal interpretation of the law. It is meant to serve as a general guide to understanding the regulations and inspection process.

If there are unanswered questions, or if further clarification is necessary, please do not hesitate to contact the division.

# Table of Contents

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2.	Inspection Guide Notice	34.	3904 Emergency Brakes / Roll Back Devices
3.	Table of Contents	35.	3905 Speed Limiting Devices
4.	Introduction / Overview	36.	3906 Signal Systems
7.	Steps to Compliance	39.	3907 Passenger – Carrying Rides
11.	Contact Information	41.	3908 Passenger Restraining / Devices
12.	New Ride Inspection	44.	3909 Design and Construction of Supporting Structures
13.	Re-Inspection	48.	3910 Daily Maintenance
14.	Modified Ride Check List	50.	3911 Assembly and Disassembly
15.	Training	62.	3912 Control of Operation
16.	Documentation	63.	3913 Public Protection
17.	Notification	64.	3914 Required Inspections
18.	Insurance	67.	3915 Issuing of Permits
19.	After An Accident	69.	3916 Inspection Fees
20.	Circular Letters		3917 Posting of Permit
25.	Application	70.	3918 Identification and Rating Plates
26.	Itinerary Form	71.	3919 Rebuild and Modified Devices
27.	Ride List	73.	Labor Code
30.	3902 Manufactures Analyses		
33.	3903 Required Testing		

Welcome,

All temporary amusement rides, new and existing, in the state of California, are required to be inspected and issued a permit in order to operate during each calendar year.

In order to help the ride owner have a successful ride inspection, the division of occupational safety and health, amusement ride section, has developed an inspection guide to help each owner navigate the process and understand the pertinent title 8 regulations that govern the tar inspections.

The second purpose of the guide is to help prepare an owner for a ride inspection. The division is interested in being as effective as possible by causing the least amount of disruption, while achieving the purpose of providing safe rides for the public. **When an inspector is provided a ride that is inspection-ready, both the division and owner are able to meet their goals.** I hope that this guide will be an effective communication tool by providing the necessary information.

Last, but not least, if you are new to California, we welcome you and your rides to our state, and will do everything within our ability to help you succeed with the tar program. If you are returning, welcome back!

Other informational materials including the yearly circular letters, the temporary rides model program, links to codes, various forms and this inspection guide can be mailed or found at:

[www.Dir.Ca.Gov/DOSH/amusementrides.Htm](http://www.Dir.Ca.Gov/DOSH/amusementrides.Htm).

Sincerely,  
Nancy Medeiros

In 1969, the amusement rides safety law took effect in California for the first time, providing for the inspection of temporary amusement rides (TAR).

Shortly thereafter, title 8 regulations were adopted by the Division of Occupational Safety and Health and the Occupational Safety and Health Standards Board to enforce the statute.

The TAR safety inspection program is administered by the Division's Elevator, Ride, and Tramway Unit, amusement ride section, located in Sacramento, California.

Each year all owners of temporary amusement rides who intend to operate within the state of California are required to follow the rules and regulations of the state of California.

# Steps to Compliance

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- ❑ **ALL** rides **MUST** have permits (p. 21)
- ❑ An application and itinerary are **always** necessary (p. 20)
- ❑ Update your application and itinerary as information changes (p. 20)
- ❑ Insurance policy **must** be received prior to operating (p. 23)
- ❑ **All** rides and attractions **must** be listed on insurance (p. 23)
- ❑ Notify the division of **all** accidents – 24 hours a day (p. 22)
- ❑ Rides and attractions **must** function as intended (p. 24)
- ❑ **All** safety related items **must** function as intended (p. 24)
- ❑ **All** fees **must** be paid (no cash) prior to receiving permits (p. 22)
- ❑ **ALL** inspection, maintenance, training, documentation **MUST** be completed and conform to ASTM F770-06 standards

# Steps to Compliance

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1. Read and Understand All State Requirements.
2. Submit Application by March 1<sup>st</sup>.
3. Submit Itinerary by March 1<sup>st</sup>.
4. Submit Insurance Policy.
5. Ensure All Required Documents are Submitted.

# Steps to Compliance Cont.

(If the ride has previously been inspected in California, please skip this page)

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5. A - Submit a letter of acceptance from an engineer.
  - B - Submit a stress analysis.
  - C - Develop and implement an evacuation plan.
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# Steps to Compliance Cont.

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6. Maintain all ride and attraction safety systems and processes as the manufacture and division require.
7. Ensure air tanks are certified.
8. Ensure the readiness of your ride or attraction.
9. Request inspections, in writing, ten days in advance faxes (916-263-3576) or e-mail preferred.

**Note:** *All requests for inspections must be made, in writing, a minimum of ten days in advance.*

***A detailed ride list is necessary for each operating location***

***(SEE following slide for more information. Every ride MUST have a specific route list that includes dates and locations. An itinerary without a specific ride list is not acceptable)***

# Temporary Amusement Rides: Itineraries

- The Division is offering an electronic itinerary option for submitting addresses and location information regarding planned ride operations to our office. This electronic submission process allows everyone to save valuable time and resources by submitting typed entries rather than hand-written location information. The Excel document can be located on our website, or by contacting our office. The file is created in Microsoft Excel and the saved document will need to be sent via E-mail to: [tar@dir.ca.gov](mailto:tar@dir.ca.gov).

# Contact Information

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Department of Industrial Relations  
Division of Occupational Safety & Health  
Amusement Ride Section  
1750 Howe Ave Suite 300  
Sacramento CA, 95825  
(916)263-3511 Office  
(916)2633576 Fax

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[www.dir.ca.gov/DOSH/amusementrides.htm](http://www.dir.ca.gov/DOSH/amusementrides.htm)

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# Before you Call for a New Ride Inspection

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- Application and itinerary submitted 7906
- Insurance requirements satisfied 7912
- Ride manuals and bulletins available 3911 (a)
- Engineering letter received and accepted 3914 (a)
- Stress analysis submitted and accepted 3902 (a)
- Ride specific maintenance and repair documentation available 3910 (a)
- Ride specific training documentation available 3912
- Ride specific evacuation plan available 3913
- Funds available to pay inspection fee's (cash not accepted) 3915
- Pressure vessel permit requirements satisfied (p. 19)
- All manufacture bulletins complied with 3911
- All required NDT certificates available for review 3903
- Ride is operational and all safety systems and devices working 3910 (b)
- All fencing, gates and barriers are installed 3913
- Proper lighting and tools available as required 3911 (d)(e)
- There is an electrical disconnect and stop switch located by the operator 3912
- The ride does not automatically re-start after a power failure 3912
- The ride data plate is installed as required 3918

# Before you Call for a Re-Inspection

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- Application and itinerary submitted 7906.
- Insurance requirements satisfied 7912.
- Ride manuals and bulletins available 3902 (a) 3911 (a).
- All past requirements complied with 3915.
- Ride specific maintenance and repair documentation available 3910 (a)
- Ride specific training documentation available 3912
- Ride specific evacuation plan available 3913
- Funds available to pay inspection fee's (cash not accepted) 3915
- Pressure vessel permit requirements satisfied (p. 19)
- All manufacture bulletins complied with 3911
- All required NDT certificates available for review 3903
- Ride is operational and all safety systems and devices working 3910 (b)
- All fencing, gates and barriers are installed 3913
- Proper lighting and tools available as required 3911 (d)(e)
- There is an electrical disconnect and stop switch located by the operator 3912
- The ride does not automatically re-start after a power failure 3912
- The ride data plate is installed as required 3918

# Modified Ride Check List

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## A Ride is Modified if:

- The ride is changed in a way that will alter the results of the original stress analysis and design.
- A safety or safety related item or process or procedure is changed or altered in any way.
- Structural, scenery or façade changes are made or altered.
- Gates, latches, grab bars, restraints or access and egress paths and equipment are modified or changed.
- A component or section of a ride is bent, dropped or distorted and repairs are made.
- The fastening method is modified or changed from the original type or design.

## A Ride is not Modified if:

- Replacement parts and components are the same design and material as the original.
- The fastening means remains the same as the original design.
- The replacement materials provide the same end result as the original item and has no adverse effects.
- The structure, component or replacement part does not differ in a manner that affects or alters the function or results of the original stress analysis, design and clearances.

# Training

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- ❑ Employees **MUST** be trained and authorized to perform maintenance, and inspections on each ride or attraction training documents **MUST** be on file and maintained.
- ❑ Employees **must** be trained and authorized to operate each ride or attraction training documents **must** be on file and maintained.
- ❑ Employees **must** be trained and authorized to erect or dismantle each ride or attraction. Training documents for such activities **MUST** be on file and maintained.
- ❑ Employees **must** be trained and authorized on the proper evacuation procedures unique to each ride. Evacuation procedures **MUST** be available on site on a ride by ride basis.
- ❑ Employees **must** be trained on the proper use of tools, fasteners and equipment used to assemble and disassemble rides and attractions.

# Documentation

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- Manufacturer's ride manuals
- All ride safety bulletins
- Erection and disassembly procedures manuals/documentation
- Daily, weekly, monthly and annual maintenance documentation
- Pressure vessel permits, NDT and lubrication documentation
- Evacuation plans
- Operating training and certifications (includes previous year)
- Maintenance training and certifications (includes previous year)
- Application
- Itinerary (must be ride specific)
- Insurance policy
- Daily, weekly, monthly and annual inspection documentation
- Injury illness prevention plan documents and records



# Notification

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- Notify the department in writing if the information on your application changes.
- Notify the department in writing if the information on your itinerary changes.
- Notify the department if there is an accident or injury involving a patron or employee that is associated with a ride or attraction.
- Notify the department if there is a major component failure on a ride or attraction **regardless** of operational status.
- Notify the department if a modification of a safety related item or structure is planned.
- Notify the department if a process, procedure or program that affects the ride or attraction's operation is changed.

# Insurance

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- Liability insurance **MUST not** be less than \$1,000,000.00.
- The Division **must** have a copy of the **entire** insurance policy.
- All insurers **must** be licensed by the California Department of Insurance.
- All rides and attractions **must** be listed on the insurance policy.
- Rides **may not** operate in the State of California without insurance and a valid permit.

# After an Accident

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- ❑ Preserve the accident scene.
- ❑ Gather witness names, phone numbers and statements.
- ❑ Notify the Division as soon as possible by calling **916-263-3511** (24 hour hotline)  
Be sure to include the details of the accident and correct contact information.
- ❑ Ensure **all** involved employees are available to provide statements to the division.
- ❑ Have **all** required documentation available for review.

December 21, 2018

TO: Temporary Amusement Ride Owners/Operators

SUBJECT: Ride Application / New Ride Information / Air Tank Permits (TAR 19-1)

The California Labor Code Section 7906 requires each Owner/Operator of a temporary amusement ride to submit a complete application to the Division no later than 10 days prior to commencing operation of the ride for that year. The application must include the attached forms S-692 along with a complete insurance policy. These forms are also available from our website located at [www.dir.ca.gov/dosh/ARoffices.htm](http://www.dir.ca.gov/dosh/ARoffices.htm) or by contacting the Amusement Ride Unit Sacramento office. The Division will not accept incomplete applications.

Each application shall specifically include a route list (itinerary) for **each ride** for the permit year, which shall include the name of each city, street location, and date of operation of the ride at each location. You may revise your itinerary at any time, but you may not operate a ride at a particular location unless the Division receives prior notification of the revision. Your itinerary must include an accurate list of rides that will be operating at each location. If the Division determines that your itinerary is inaccurate, you may be billed at the hourly inspection rate for the time spent obtaining the correct itinerary information. The Division encourages owners to submit electronic itineraries in the form of the Excel document supplied by the Division and submitted via email to: [tar@dir.ca.gov](mailto:tar@dir.ca.gov). The Division will continue to accept handwritten itineraries; however, the Division will reject an itinerary that is missing information.

If your application meets the requirements stated above, the Division will issue a receipt of application letter that includes the rides appearing on the application. The Division suggests you keep a copy of this receipt in your field offices as municipalities or insurance inspectors may require this information.

#### **New Rides to California**

All temporary amusement rides new to California must have the required engineering calculations certified by a California Registered Engineer. Even if another Owner/Operator has submitted a stress analysis for your ride, certification by a California Registered Engineer may still be required.

#### **Air Tanks – Pressure Vessel**

Where an air tank is required to have a permit, the permit or a clear reproduced copy must be posted in a protective container in a conspicuous place on or near the tank as per Labor Code Section 7684. If a permit is required, your air tank must be permitted in order for us to permit your ride. If you need an air tank inspection, you may contact the Pressure Vessel Unit by telephone. It is also possible to fax an inspection request form to either office. The attached request form can also be downloaded from the Pressure Vessel Unit website: [www.dir.ca.gov/dosh/pressure.html](http://www.dir.ca.gov/dosh/pressure.html)

Northern California (510) 622-3052 -- Fax# (510) 622-3063  
Southern California (714) 567-7208 -- Fax# (714) 567-7297

Enclosed are: TAR 19-2, TAR 19-3, TAR 19-4, and TAR 19-5  
Request for a Permit to Operate Pressure Vessel



December 21, 2018

TO: All Interested Parties

SUBJECT: Operation of a Temporary Amusement Ride (TAR 19-2)

**LABOR CODE 7906 STATES:**

No person shall operate a temporary amusement ride without a permit issued by the Division or a public entity. On or before March 1st of each year, an operator shall apply for a permit to the Division or a public entity on a form furnished by the Division. (Application packets can be obtained from our website or by contacting our office) **Note: If you are operating rides prior to March 1, 2019, your application must be submitted at least ten days prior to the date of operation.**

All new temporary amusement rides must be inspected and receive a permit to operate before they are put into operation for the public's use. Each existing ride is required to undergo annual permit inspections. Please have your staff available to demonstrate proficiency of all maintenance and operational duties and procedures during the Division's inspection.

As allowed by Safety Order 3915(b), a temporary amusement ride issued a valid permit to operate in the preceding year may continue to operate until further inspected, provided that the Owner/Operator has submitted an annual application to the Division for an inspection, at least ten days prior to operation, indicating where the ride will be available for inspection. **Note: This does not apply to rides with expired temporary (blue) permits.**

Before a permit is issued, a ride must be free of all requirements except those deemed by the inspector to be non-critical to the immediate safe operation of the ride. If a Division inspector finds a non-critical violation, a temporary permit may be issued with a specified compliance date. **When a ride has received a temporary permit, it is the responsibility of the Owner/Operator to notify the Division in writing prior to the expiration date of the temporary permit and schedule a follow-up inspection to clear the requirements. The written notification shall include when and where the ride will be ready to re-inspect and state the actions taken to achieve compliance. All inspections will be billed at the current hourly rate.** Payments for all inspection fees are due at the time of the inspection.

Any time a Division inspector discovers worn, damaged, or missing parts during an inspection, and it is deemed a serious violation, the permitting of the ride may be delayed. If annual replacement items, required testing, or permits (non-destructive test, air tank permit, etc.) are due at the time of the inspection, the inspector will not issue an operating permit until the violation is corrected, and the inspector can verify completion through inspection.



Scott Prather

Senior Engineer

Cal/OSHA ART Unit

December 21, 2018

TO: Temporary Amusement Ride Owners/Operators

SUBJECT: Temporary Amusement Ride Inspection Fees / Accident Reporting (TAR 19-3)

All inspection fees must be paid prior to the Division issuing an operating permit. All Owner/Operators shall be prepared to provide a check or money order made payable to the Department of Industrial Relations or DOSH. Payment will be collected by the Division's Safety Engineer/Inspector at the time of inspection. Cash will not be accepted.

**LABOR CODE 7914 (c) states, "the Division shall not issue any permit to any Owner/Operator of any amusement ride who fails to pay any fee until the fee is paid."**

Reporting of Accidents:

All Owner/Operators are reminded of California Labor Code section 7914(a), which requires reporting to the Division all known accidents. Labor Code Section 7914(a) states the following:

"Each operator of an amusement ride shall report or cause to be reported to the Division, immediately by telephone, each known incident where maintenance, operation, or use of the amusement ride results in any of the following:

- 1) A fatality.
- 2) A loss of consciousness or other injury to a person which requires medical service other than ordinary first aid treatment.
- 3) Major mechanical failure.
- 4) A patron falling from a moving ride or from a ride that has temporarily stopped in an elevated position.

If a fatality, reportable injury, or major mechanical failure as defined in subdivision (a), is caused by the failure, malfunction, or operation of an amusement ride, the equipment or conditions that caused the accident shall be preserved for the purpose of investigation by the Division."

In addition to the report by telephone required under subdivision (a), an operator of an amusement ride shall submit a written accident report to the Division within 24 hours of an incident on a form designated by the Division. Attached to this letter is the Accident Report Form as required by LC 7914 (a).

A Division inspector may inspect an amusement ride upon receipt of the report of incident.



Scott Prather  
Senior Engineer  
Cal/OSHA, ART Unit

December 21, 2018

TO: Temporary Amusement Ride Owners/Operators

SUBJECT: Insurance (TAR-19-4)

This letter is to provide information and clarification of the insurance requirements in order to operate temporary amusement rides in the State of California. The Division recommends that you forward a copy of this notice to your insurance agent or broker.

The following insurance requirements are outlined in California Labor Code Section 7912:

“No person shall operate an amusement ride unless there is in existence and on file with the Division a policy of insurance issued by a company licensed by the Department of Insurance to do business in the State of California, or by a non-admitted insurer employed by a surplus lines broker licensed by the Department of Insurance, in an amount of not less than **one million dollars (\$1,000,000.00) per occurrence**, insuring the owner or operator against liability for injury suffered by persons riding the amusement ride.” **Note: Sub-limits less than \$1,000,000.00 will not be accepted.**


In meeting these Labor Code requirements, insurance documents submitted must meet the following standards:

The Labor Code requires that a **complete insurance policy** be submitted for review. A certificate of insurance or a binder does not meet this requirement.

**Note: The company name or amusement ride operation and the rides listed in your insurance policy as being covered must correspond with the company name and list of rides in operation listed on your application.**

**A complete new policy** must be submitted to the Division promptly upon the expiration of the existing policy. Permits may be revoked if a valid policy of insurance is not on file with the Division.

**Owner/Operators and insurance agencies may email the policy to tar@dir.ca.gov The Division will not accept a faxed copy of an insurance policy.**

  
Scott Prather  
Senior Engineer  
Cal/OSHA, ART Unit

December 21, 2018

TO: Temporary Amusement Ride Owners/Operators

SUBJECT: Issuing of a "Permit to Operate" – Records (TAR 19-5)

Per California Labor Code Section 7916 (b), the owner of an amusement ride shall maintain all of the records necessary to demonstrate the following:

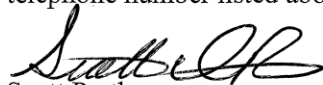
- Training for employees in the safe operation and maintenance of amusement rides as required by Sections 4,6,7, and 8 of ASTM F770-06, Standard Practice for Ownership and Operation of Amusement Rides and Devices, adopted by the American Society for Testing and Materials (ASTM).
- Maintain all of the records necessary to demonstrate that the requirements of subdivision 7916(b) have been met, including ride manuals and bulletins, non-destructive testing records, emergency and evacuation plans, employee training records, maintenance, repair, inspection, and injury and illness records as specified in ASTM F770-06.
- Maintain an Injury and Illness Prevention Program for all employees as required by Title 8 California Code of Regulations section 3203.

You must maintain all of these records with the ride, and make them available to a Division inspector upon request. The Division must review all of these records before issuing a permit to operate.

In order to verify the effectiveness of the employee training and the ride inspection program, the Division will require that the personnel responsible for the operational and maintenance duties on the ride be available to demonstrate their assigned tasks during each inspection.

A Division inspector may perform multiple inspections on a single ride throughout the operating year. The California Labor Code, Section 7906, allows the Division to inspect rides each time they are disassembled or reassembled. These inspections will be charged at the current hourly rate.

If you have any questions regarding this information, please contact my office at the address or telephone number listed above.



Scott Prather  
Senior Engineer





**APPLICATION FOR PERMIT TO OPERATE TEMPORARY AMUSEMENT RIDES**

Application is hereby made for authorization to operate the following temporary Amusement rides in compliance with the Labor Code Section 7906

\_\_\_\_\_

An insurance policy and route list, including the name of each town or city, street location and dates of operation of the ride at each location, shall accompany this form.

Mail application, insurance policy and route list to:  
**STATE OF CALIFORNIA  
DIR-DOSH  
AMUSEMENT RIDE UNIT  
1750 Howe Ave., Suite 300  
Sacramento, CA 95825**

\_\_\_\_\_

Registration number for each ride will be assigned when the permit is issued.

The fee for each ride will be collected at the time of the inspection, required by Labor Code section 7906, before the permit to operate is issued. All checks or money orders shall be made payable to the DEPARTMENT OF INDUSTRIAL RELATIONS.

\_\_\_\_\_

Name of Temporary Amusement Ride Operation

\_\_\_\_\_

Name of Owner/Operator

\_\_\_\_\_

Date

\_\_\_\_\_

Permanent Address

\_\_\_\_\_

Home/Office Telephone#

\_\_\_\_\_

Cell #

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Email Address

\_\_\_\_\_

FAX #

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

NAME OF TEMPORARY AMUSEMENT RIDE OPERATION: \_\_\_\_\_

NAME OF OWNER/OPERATOR: \_\_\_\_\_

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TRADE / RIDE NAME	RIDE NUMBER	MANUFACTURER
	C-	
	C-	
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## AMUSEMENT RIDE ITINERARY FORM

NAME – TEMPORARY AMUSEMENT RIDE COMPANY NAME:

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**NEW ELECTRONIC ITINERARY OPTION:** If you have access to a computer, the Division is offering an electronic itinerary option for submitting ride addresses and location information to our office. The Excel document can be located on our website, or by contacting our office. The file is created in Microsoft Excel and the saved document will need to be sent via E-mail to: [tar@dir.ca.gov](mailto:tar@dir.ca.gov).

If you do not have access to a computer, you may fill out the itinerary below and either fax (916)263-3576 or E-mail (see above paragraph for E-mail address).

**\*Note: Applications without a complete address for each itinerary listed will be returned without processing. If known, please identify last location date for the season. Updated itineraries must be submitted at least 10 days prior to operation.**

1. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

2. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

3. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

4. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

5. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_



California's Regulation of  
Portable Amusement Rides  
is Made up of Two Components

**“First Component”**

**General Industry Safety Orders under Article 35,  
Title 8, General Safety Orders  
3900 – 3920**

# Title 8

## 3902 Manufacturer's Analyses (a)

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*3902 (a) For new model rides and for all existing models of rides for which this information may be requested, manufacturers, fabricators, or ride owner/operators shall furnish stress analysis or other pertinent data deemed necessary by the Division. Such stress analysis or other data pertinent to the design, structure, factors of safety, or performance characteristics shall be in such detail as to be acceptable to the Division. When such data on a particular ride is acceptable to the Division, it shall be deemed to apply to all rides of the same make and model where there have been no modifications.*

- ✓ A stress analysis **MUST** be on file with the division prior to receiving a permit.
- ✓ A previously received stress analysis may be used if it is **identical** to the ride new to the state.
- ✓ The division may require additional pertinent data.
- ✓ If changes or modifications are made that alter the ride in such a way that the figures used in the analyses are no longer valid, a new analysis may be required.
- ✓ Environmental restrictions and limits (safe operational wind speed, rain and visibility limitations) **must** be addressed.

# Title 8

## 3902 Manufacturer's Analyses (b)

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*3902 (b) When no engineering calculations are available from the manufacturer or fabricator on a particular ride and when experience has been insufficient to warrant acceptance, the Division may require the owner/operator to furnish a structural analysis signed by a registered engineer.*

- ✓ The requirements for all rides and attractions will be assessed on an individual basis.
- ✓ When a structural analysis is required, the analysis **must** be prepared by an engineer registered in California.

# Title 8

## 3902 Manufacturer's Analyses - NOTE

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*3902 NOTE: In evaluating rides where specific engineering specification data is lacking, the Division may not require a structural analysis on slow moving rides such as, but not limited to, merry-go-rounds and kiddie rides where the basic design has been proven safe through years of operation. A permit to operate, however, will be required.*

- ✓ The requirements for all rides and attractions will be assessed on an individual basis.
- ✓ All rides and attractions require a permit to operate in California.



# Title 8

## 3903 Required Testing

- ✓ Load testing may be required after a major modification.
- ✓ Load testing may be required after a major rehab.
- ✓ **All** manufactures' recommended NDT must be completed prior to the issue of a permit.
- ✓ Documented NDT is required for **all** repairs made to structural and safety related components.
- ✓ All testing procedures **must** be approved by the division prior to testing.
- ✓ NDT is not necessary for routine daily maintenance (unless required).

*3903 Load tests or nondestructive tests of rides or component parts of rides may be required by the Division. Procedure for such tests shall be submitted to the Division and be acceptable to the Division.*

# Title 8

## 3904 Emergency Brakes Rollback Devices

- ✓ Each ride or attraction's emergency and block / zone brake needs to be tested each day or after an unscheduled cessation prior resuming operation with patrons.
- ✓ Each ride or attraction's automatic rollback device and holding brakes or device need to be tested each day prior to operating with patrons.
- ✓ All testing of brakes and rollback devices need to be documented and available for review.
- ✓ Rides and attractions that do not function as intended **can not operate** with patrons until the un-favorable conditions are corrected and the repairs are cleared by the division.

*3904 If cars or other components of an amusement ride may collide upon failure of normal controls, emergency brakes sufficient to prevent such collisions shall be provided. On rides which make use of inclined tracks, automatic anti-rollback devices shall be installed to prevent backward movement of the passenger-carrying units in case of failure of the propelling mechanism.*

# Title 8

## 3905 Speed Limiting Devices

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*3905 An amusement ride capable of exceeding its maximum safe operating speed shall be provided with a maximum speed limiting device. All governors having an adjustable speed setting shall be sealed so that the adjustment cannot be changed without breaking the seal. If the seal is broken, the governor shall be readjusted and resealed by the ride foreman prior to placing the ride back in service.*

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- ✓ The manufactures maximum safe speed should never be exceeded.
- ✓ If changes are made, a supervisory person **must** verify and record the change.
- ✓ Care should be taken when changing fluid levels in fluid couplers.
- ✓ It's a good practice to verify ride speeds daily.

# Title 8

## 3906 Signal System (a, b)

- ✓ Ensure all signaling systems are working as designed and required.
- ✓ Be sure all employees are trained on the proper operation of the signal system.
- ✓ Accurate and thorough training documentation **must** be made available when requested.

*3906 (a) Signal systems which will warn operators against dispatching other passenger-carrying units in the event a previously dispatched unit has failed to clear an automatic stop shall be provided on all amusement rides where the lack of such a system may permit rear-end collision and injury to passengers.*

*3906 (b) Signal systems for the starting and stopping of amusement rides shall be provided where the operator of the ride does not have a clear view of the point at which passengers are loaded or unloaded.*

# Title 8

## 3906 Signal System (c, d)

- ✓ Post the signal codes so they are visible to all involved operators.
- ✓ Be sure all employees are trained on the proper operation of the ride and signal system.
- ✓ Accurate and thorough training documentation **must** be made available when requested.

*3906 (c) Where the need for coded signals is indicated, any code of signals adopted for the operation of any amusement ride shall be printed and be kept posted at both the operator's and signalman's stations. Signals shall be thoroughly understood by all persons who use them.*

*3906 (d) Signals for the movement of rides shall not be given until all passengers are safely within the conveyance and all persons are in the clear.*

# Title 8

## 3906 Signal System (e)

- ✓ A test **MUST** be performed each operating day prior to operating with riders.
- ✓ Testing of the signaling system **must** be documented.
- ✓ Accurate and thorough training documentation **must** be made available when requested.
- ✓ No ride or attraction may operate unless the signal system is working as intended.

*3906 (e) Types of signal systems shall be tested at least once each day of operation and prior to the operation of the ride. Rides shall not be operated if the signal system is not functioning correctly.*

# Title 8

## 3907 Passenger - Carrying Rides (a, b)

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*3907 (a) The interior and exterior parts of all passenger-carrying amusement rides with which a passenger may come in contact shall be smooth, free from sharp, rough, or splintered edges and corners, with no protruding studs, bolts, screws, or other projections. Interior parts upon which or against which a passenger may be forcibly thrown by the action of the ride shall be adequately padded.*

- ✓ All passenger areas of the ride **MUST** be free of sharp edges and hazards.
- ✓ All manufacturer's padding **must** be installed.
- ✓ All padding **must** work as intended.
- ✓ Additional padding may be required.

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*3907 (b) Rides that are self-powered and that are operated by passengers shall have the driving mechanism so guarded and the guards so secured in place as to prevent passengers from gaining access to the mechanism. The "Dodge-Em" type of ride shall have the overhead screening free from holes that will catch the power conducting device and allow it to hang-up or cause a whipping action of the device.*

- ✓ Passenger operated rides **must** have all guarding in place.
- ✓ Overhead nets, screens and panels **must** be maintained properly.

# Title 8

## 3907 Passenger - Carrying Rides (c)

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*3907 (c) Belts, bars, footrests, and other equipment necessary for safe entrance and exit and for support while the ride is in operation shall be provided and maintained in a safe condition. Such equipment and the fastenings shall be of sufficient strength to retain the passengers.*

- ✓ Ensure all seat belts and restraints are functioning properly.
- ✓ Belts and restraints **must** be securely fastened to the ride or attraction.
- ✓ Always use appropriate fastening devices.
- ✓ Make sure **all** grab bars are secure.
- ✓ All items **must** be maintained as intended.



# Title 8

## 3908 Passenger Restraining / Devices (a)

- ✓ The needs for all rides and attractions will be assessed on an ongoing and individual basis.

*3908 (a) If, after inspection by an authorized representative of the Division, it is deemed necessary to install safety devices to prevent accidental or inadvertent dislodgement of a passenger from any tub, car, chair, seat, gondola, or other carrier, a restraining or containing device shall be installed.*

# Title 8

## 3908 Passenger Restraining / Devices (b)

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*(b) Passenger restraining or containing devices used on tubs, cars, chairs, seats, gondolas, and other carriers on a ride wherein the forces generated by the action of the ride require retention, restraint, or actual physical support of the passenger shall be designed, constructed, installed, and maintained to support the passenger safely. The fastenings shall be of a type which cannot be inadvertently released by the passenger or by any accidental means.*

- ✓ All restraining and containing devices **MUST** function as intended.
- ✓ Restraints and devices **must** be positive locking to prevent accidental release.
- ✓ Any changes to a restraining device **must** be approved, in writing, by the manufacture or a California registered engineer and accepted by the Division.

# Title 8

## 3908 Passenger Restraining / Devices (c)

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- ✓ Restraints **MUST** be attached to the ride as intended and in a workman like manner.
- ✓ Knots and cable ties are **not** an acceptable attachment means (unless manufacture recommended).
- ✓ **All** changes or alterations made to restraining devices need to be approved in writing, by the division, prior to use.

*3908 (c) Anchorages for required restraining devices shall have strength at least equal to the strength of the restraining device.*

# Title 8      3909 Design and Construction of Supporting Structures

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*All supporting structures used in connection with amusement rides shall be designed and constructed to carry safely with the appropriate factors of safety as defined by the nationally accepted standards and with proper allowance for wind forces, dynamic effects of the equipment, load reversals and repetitions all loads to which such structures may normally be subjected. All rides shall be placed on solid footings and be anchored to prevent shifting or tipping. Sandbags may be used on cement surfaces. Use of shim blocks shall be kept to a minimum. Depressions in the ground near the ride footings shall be filled and tamped and adequate means of drainage provided to prevent water from collecting and softening supporting areas in case of rain. The area surrounding the ride shall be cleared and kept free from trash and tripping hazards.*

# Title 8

# 3909 Design and Construction of Supporting Structures (cont.)

- ✓ All structures **MUST** be approved by an engineer.
- ✓ Any changes to a structure **must** be approved, in writing, by the manufacturer or an engineer.

*3909 All supporting structures used in connection with amusement rides shall be designed and constructed to carry safely with the appropriate factors of safety as defined by the nationally accepted standards and with proper allowance for wind forces, dynamic effects of the equipment, load reversals and repetitions all loads to which such structures may normally be subjected.*

# Title 8            3909 Design and Construction of Supporting Structures (cont.)

- ✓ All support structures **MUST** be installed, blocked, secured and maintained as intended by the manufacture.
- ✓ Ensure the ride site meets or exceeds the manufacture recommendations.
- ✓ Be sure to check for underground hazards.

*3909 All rides shall be placed on solid footings and be anchored to prevent shifting or tipping. Sandbags may be used on cement surfaces. Use of shim blocks shall be kept to a minimum. Depressions in the ground near the ride footings shall be filled and tamped and adequate means of drainage provided to prevent water from collecting and softening supporting areas in case of rain.*

# Title 8      3909 Design and Construction of Supporting Structures (cont.)

- ✓ Good housekeeping is a **MUST**.
- ✓ Don't store flammable materials in the ride area.
- ✓ Ensure entry and exit paths are free from real or potential slip and fall hazards.

*3909 The area surrounding the ride shall be cleared and kept free from trash and tripping hazards.*

# Title 8

## 3910 Daily Maintenance (a)

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*3910 (a) An amusement ride shall be inspected and tested each day before it is to be used. The inspection and test shall be made by or under the immediate supervision of an authorized person.*

- ✓ All manufacturer and division required testing **MUST** be completed and documented for each day of operation.
- ✓ Only authorized persons can perform or oversee the maintenance of a ride or attraction.
- ✓ Accurate and thorough maintenance training documentation **must** be made available when requested.
- ✓ Make ride manuals and bulletins available to employees.



# Title 8

## 3910 Daily Maintenance (b)

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*3910 (b) The inspection and operational test shall include the operation of control mechanisms, speed limiting devices, brakes, fastenings, and other equipment provided for safety, and the proper installation of safety devices as required by the General Industry Safety Orders of the Division.*

- ✓ ensure that **all** of the title 8. 3910 (b) listed items are included on the periodic maintenance check sheet.
- ✓ make sure **all** manufacturer and other recommended items are included on the periodic maintenance check sheets.
- ✓ all documentation should be ride or attraction specific.
- ✓ ensure the ride is functioning as intended.
- ✓ ensure **all** ride safety instructional signage is ride specific, comprehensive and visible at each ride.

# Title 8

## 3911 Assembly and Disassembly (a)

- ✓ Only authorized persons can perform or oversee the assembly and disassembly of a ride or attraction.
- ✓ Thorough training **must** be performed and documented.
- ✓ Accurate documentation **must** be made available upon request.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (a) Supervision. The assembly and disassembly of an amusement ride shall be done by or under the supervision of an authorized person.*

# Title 8

## 3911 Assembly and Disassembly (b)

### *Work·man·like - adjective*

1. Like or befitting a workman.
2. Skillful; well executed.

*3911 (b) Quality of Assembly Work. Assembly work shall be performed in a proper and workmanlike manner.*

- 
- ✓ **All** workers need proper training.
  - ✓ Proper supervision is a **must**.
  - ✓ Quality controls **must** be developed, adhered to and documented.
  - ✓ Make ride manuals and bulletins available to employees.
  - ✓ All manufacturer bulletins **must** be complied with.

# Title 8

## 3911 Assembly and Disassembly (b)(1)

- ✓ All parts and components **MUST** fit as intended and designed.
- ✓ If a part or component become bent or distorted the manufacture or a licensed engineer **must** provide a repair procedure or replacement materials.
- ✓ Structural and safety components may not be altered without proper engineering and documentation.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (b)(1) Parts shall be properly aligned, and shall not be bent, distorted, cut, or otherwise damaged in order to force a fit.*

# Title 8

## 3911 Assembly and Disassembly (b)(2)(3)

- ✓ A lubrication schedule should be included in the assembly and disassembly procedures.
- ✓ A lubrication log should be kept with the ride documentation.
- ✓ If it was designed and manufactured to accept a fastener, **install one as intended.**
- ✓ Rides and attractions with missing fasteners at the time of inspection will not receive permits.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (b)(2) Parts requiring lubrication shall be lubricated in course of assembly.*

*3911 (b)(3) Fastening and locking devices shall be installed where required for safe operation.*

# Title 8

## 3911 Assembly and Disassembly (b)(4)

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- ✓ Use of a substitute, changed or altered device or component **MUST** be approved, in writing, by the manufacturer or a California registered engineer.
- ✓ The division **must** be notified and approve any modifications prior to operating to the public.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (b)(4) Makeshift devices shall not be used.*

# Title 8

## 3911 Assembly and Disassembly (b)(5)(6)

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- ✓ Ensure ALL fasteners meet the manufacturer's specifications.
- ✓ All fasteners should be sized appropriately.
- ✓ Make sure industry standards are observed regarding torque values torque wrenches must be calibrated per manufacturer's specifications.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (b)(5) All bolts shall fit the fastening holes and be equipped with proper nuts and lock washers.*

*3911 (b)(6) Where openings are provided for cotter pins, such pins, properly designed for use, shall be used and properly spread.*

# Title 8

## 3911 Assembly and Disassembly (b)(7)(8)

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- ✓ Keep all junctions shut and secured.
- ✓ Always use three clamps on wire rope as per manufacturer's specifications.
- ✓ Remember "never saddle a dead horse."

*3911 (b)(7) All junction boxes shall be kept locked while in use.*

*3911 (b)(8) Where "U" bolt clamps are used for wire rope attachments, at least 3 clamps shall be used with the "U" bolts on the short or "dead" end of the wire.*



# Title 8

## 3911 Assembly and Disassembly (c)

- ✓ Components and parts that wear during the assembly and disassembly process need defined. Documented minimum and maximum wear limits must be developed.
- ✓ Replacement parts **must** meet or exceed manufacturer specifications and quality .
- ✓ Worn parts may not be used.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (c) Quality and Inspection of Parts. Parts excessively worn or materially damaged shall not be used.*

# Title 8

## 3911 Assembly and Disassembly (c)(1)

- ✓ Close scrutiny of all parts and components should be completed each time the ride or attraction is assembled.
- ✓ Only authorized persons can perform or oversee the assembly of a ride or attraction.
- ✓ Thorough training **must** performed and documented.
- ✓ Develop and implement a documented pre-opening quality assurance program.
- ✓ Make ride manuals and bulletins available to employees.

*3911 (c)(1) Close visual inspection of parts shall be made during assembly to discover such wear or damage and inspection of fastening devices shall be made after assembly and before the ride is placed in service to assure that they have been properly installed.*

# Title 8

## 3911 Assembly and Disassembly (c)(2)

*com·pe·tent - adjective*

1. Having suitable or sufficient skill, knowledge, experience, etc., For some purpose;
2. Properly qualified

*3911 (c)(2) Where welding on rides or component parts is required, such welding shall be done by an experienced, competent welder.*

*Welding procedures shall be followed*

# Title 8

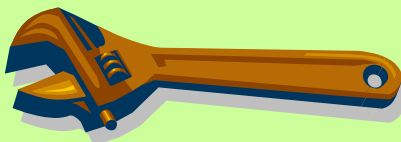
## 3911 Assembly and Disassembly (d)

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*3911 (d) Tools and Equipment. Persons engaged in the assembly or disassembly of amusement rides shall be provided with and shall use tools of proper size and design to enable the work to be done safely. Broken, damaged, and unsuitable tools shall not be used.*

- ✓ Always make the right tool available for all jobs.
- ✓ Discard tools and ladders that are damaged.
- ✓ Ensure torque wrenches and measurement tools are always available and calibrated.
- ✓ Make ride manuals and bulletins available to employees.

*Calibrate your Torque Wrenches!*



# Title 8

## 3911 Assembly and Disassembly (e)

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- ✓ The foot candle illumination of an average parking lot is at about 2 foot candles.
- ✓ It can take up to twenty minutes for eyes to adjust when going from a well lit area to a darker one.
- ✓ Always provide proper lighting during the assembly and disassembly of a ride or attraction.

*3911 (e) Lighting of Work Area. Assembly and disassembly of amusement rides shall be conducted under at least 5 foot-candle illumination.*

# Title 8

## 3912 Control of Operation

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*3912 (a) All amusement rides other than passenger operated or controlled rides shall be operated only by an authorized person. The operator shall be in the immediate vicinity of the operating controls during operation, even if automatic timing devices are used to control the time cycle of the ride, and no unauthorized person shall be permitted to handle operating controls during normal operation. All rides must have a stopping device within reach of the operator for use in case of an emergency.*

*3912 (b) Each electrically driven ride shall have a disconnect switch within reach of the operator for use in case of an emergency.*

- ✓ Only authorized persons can operate a ride or attraction.
- ✓ Thorough training **must** performed and documented.
- ✓ An authorized person **must** be in the vicinity of the controls while the ride is being operated.
- ✓ All rides **must** have a stopping device within reach of the operator.
- ✓ All rides require an electrical disconnect within reach of the operator.
- ✓ Make ride manuals and bulletins available to employees.

CELL PHONE USE IS STRICTLY PROHIBITED

# Title 8

## 3913 Public Protection

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*3913 An amusement device shall not be used or operated while any person is so located as to be endangered. Areas in which persons may be so endangered shall be fenced, barricaded, or otherwise guarded against public intrusion.*

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- ✓ Ensure the entire ride area is secure with fencing, gates and barricades prior to operating (42" tall, 4" max gap).
- ✓ Gates and other access points **must** prevent unwanted entry.
- ✓ Ensure that there is proper clearance from power lines, trees and other obstructions.
- ✓ Unsupported canvas is not an acceptable barrier.
- ✓ Develop and implement a ride specific evacuation plan.

# Title 8

## 3914 Required Inspections (a)

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*3914 (a) Each amusement ride shall receive certification in writing by a registered engineer that it meets the requirements established by the Division.*

*NOTE: If the manufacturer of an amusement ride submits to the Division an accepted stress analysis for such ride certified by a registered engineer, the Division may, upon inspection of the ride, issue an original certification of inspection.*

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- ✓ The engineer providing the letter must be registered in California.
- ✓ The letter must be received prior to the issue of the permit.
- ✓ An original wet stamp copy is required for the division.



# Title 8

## 3914 Required Inspections (b)

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*3914 (b) The original certificate of inspection shall not be issued for any amusement ride until certification has been made and filed with the Division. The certificate of inspection and the certification will become void if the device is rebuilt or modified in a manner that will affect the structural design or strength.*

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- ✓ All structural, component and replacement materials must remain as originally specified.
- ✓ The Division must be notified if vehicle or passenger cabins are modified.
- ✓ Structural, component or vehicles that have been bent, distorted, damaged or dropped must be thoroughly inspected and the division notified. Repairs must follow manufacture recommendations or be re-certified by a registered engineer.
- ✓ The Division must be notified prior to taking action that will affect the original structural design or strength of the ride or attraction.

# Title 8

## 3914 Required Inspections (c)

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*3914 (c) A registration number shall be obtained from the Division and will be issued with the original certificate of inspection and this number will remain in effect until the engineering certification is voided by modification.*

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- ✓ The registration number remains with the ride even if the ride ownership changes.
- ✓ Always use the ride name and registration number when identifying a ride or attraction.
- ✓ The attractions california registration number must be permanently affixed to the attraction.

# Title 8

## 3915 Issuing of Permits (a)

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- ✓ Applications **MUST** be received by march 1<sup>st</sup> if planning to operate in California that year.
- ✓ The entire ride **MUST** be as the manufacture intends in order to receive a permit.
- ✓ All division requirements **MUST** be satisfied prior to receiving a permit.
- ✓ All fees **MUST** be paid prior to receiving a permit.
- ✓ No ride or attraction may operate without a permit.

*3915 (a) On or before March 1 of each year, the owner or operator of an amusement ride shall apply for a permit to the Division or a public entity on a form furnished by the Division. Upon receipt of the inspection forms and certification that the ride complies with the rules and regulations of the Division and upon receipt by the Division or a public entity of the required inspection and permit fees, the Division or a public entity shall issue a permit to operate the specific ride which has been inspected. No permit to operate issued by a public entity shall be valid until a copy of such permit and the inspection report has been filed with the Division of Industrial Safety.*

## 3915 Issuing of Permits (b)

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- ✓ A ride can only operate on last years permit if a complete application is received prior to March 1<sup>st</sup>.
- ✓ All requests for inspection must be made, in writing – ride specific, a minimum of ten days in advance.
- ✓ If there is an injury that requires more than minor first aid the permit becomes void.
- ✓ Major component or structural failure voids the current permit.

*3915 (b) No person shall operate an amusement ride unless a current permit to operate has been issued by the Division or a public entity as prescribed in Division 5 of the California Labor Code, Part 8. However, an amusement ride inspected and covered by a valid permit to operate in the preceding year may continue to operate until further inspected, providing the owner/operator of the ride has made written application to the Division for an inspection at least ten days prior to its operation indicating where such ride will be available for inspection and the application remains unacted upon. The permit to operate will become void immediately in the event of a fatal, dismembering, or disabling injury to one or more persons as the result of failure or malfunctioning of the ride or any of its mechanical components.*

# Title 8

3916 See the Division of Industrial Safety's regulations contained in Chapter 3.2, Sub Chapter 2. , regulations of the Division of Occupational Safety and Health Article 6. 344.18 Amusement Ride Fee Schedule.

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- ✓ A current fee schedule can be obtained by request from the amusement ride section
- ✓ 916-263-3511

3917 All permits, except the original certificate of inspection, issued by the Division or a public entity under authority of the Labor Code of the State of California shall be kept with the ride in a protected place and shall be readily available.

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- ✓ It is the responsibility of the owner / operator to ensure that the permit remains intact and legible
- ✓ The current permit should be visible to the public during operation
- ✓ An inspection fee will be charged for the replacement of damaged or mutilated permits

# Title 8

## 3918 Identification and Rating Plates

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*3918 Each amusement ride shall be identified by a registration number, the name and address of the manufacturer (if known), a trade or descriptive name, and model or serial number (if any), the maximum number of passengers, and the maximum safe speed. The required information shall be legibly impressed on a metal plate or equivalent and readily visible and legible at all times.*

- ✓ It is the responsibility of the owner / operator to ensure that the state C# permit remains intact and legible
- ✓ Rides without an I.D. Plate **WILL NOT** be permitted.
- ✓ The I.D. Plate **MUST** always be legible.
- ✓ The I.D. Plate **MUST** state the manufacture's name (if known).
- ✓ The I.D. Plate **MUST** state the ride name.
- ✓ The I.D. Plate **MUST** state the ride model or serial number (if any).
- ✓ The I.D. Plate **MUST** state the maximum number of passengers.
- ✓ The I.D. Plate **MUST** state the rides maximum safe speed.

# Title 8

## 3919 Rebuilt and Modified Devices

*3919 If an amusement ride is to be altered after issuance of the original certificate of inspection or if the ride is to be so modified as to change its original action or motion pattern, the following shall be done:*

*3919 (a) The owner shall notify the Division of such action before proceeding with the change. Certification of a stress analysis covering the proposed changes signed by a registered engineer shall be provided to the Division. Changes relating to operational safety of the device shall be acceptable to the Division.*

*3919 (b) A revised certificate of inspection shall be obtained.*

***ac·tion*** – noun

1. The mechanism by which something is operated
- 
- ✓ Always notify the division prior to making physical modifications to your ride.
  - ✓ Always notify the division prior to making operational changes for your ride.
  - ✓ Physical and operational changes may require a letter of acceptance from the manufacture or an engineer.

California's Regulation of  
Portable Amusement Rides  
is Made up of Two Components

**“Second Component”**

**LABOR CODE**  
**Section 7900 – 7915**



# Labor Code 7901(a)

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7901. (a) "Amusement ride" means a mechanical device which carries or conveys passengers along, around, or over a fixed or restricted route or course for the purpose of giving its passengers amusement, pleasure, thrills, or excitement. "Amusement ride" includes the business of operating bungee jumping services or providing services to facilitate bungee jumping, but does not include slides, playground equipment, coin-operated devices or conveyances which operate directly on the ground or on the surface or pavement directly on the ground or the operation of amusement devices of a permanent nature. The division shall determine the specific devices which are amusement rides for the purposes of this part. This determination shall be made to apply equally to all operators of similar or identical rides and shall be made pursuant to a procedure promulgated by the standards board.

## **Permits Needed**

- ✓ Carnival Rides / Zip Lines
- ✓ Bungee Jumps / Trampoline Jumps
- ✓ Simulators / Motion Base Rides
- ✓ Bumper Boats / Water Rides
- ✓ Mechanical Bulls / Surfing Simulators
- ✓ Other Devices as Determined

## **Permits Not Needed**

- ✓ Go Carts / Trackless Trains
- ✓ Rock Walls / Climbing Structures
- ✓ Dry Slides / Playground Equipment
- ✓ Walk Through / Glass Houses
- ✓ Coin Operated Machines
- ✓ Inflatable devices / Bounce Houses

# Labor Code 7901(b)

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*7901. (b) "Operator" or "owner" means a person who owns or controls or has the duty to control the operation of an amusement ride. It includes the state and every state agency, and each county, city, district, and all public and quasi-public corporations and public agencies therein.*

## “Operator” or “Owner”

- ✓ The person who is listed on the application and or insurance policy.
- ✓ The person who owns or has possession of the ride or attraction.
- ✓ The manager or supervisor of the attraction.
- ✓ The operator of the attraction.
- ✓ The person or persons that maintain and transport the attraction.
- ✓ State and local agencies.

# Labor Code 7901(c)

*7901. (c) "Permit" means a document issued by the division which indicates that an inspection of the ride has been performed pursuant to rules and regulations adopted by the division.*

## **Yearly Permit**

A yearly permit is only issued if the attraction is found to be in satisfactory condition and meets all manufacture and state requirements at the time of inspection.

## **Temporary Permit**

A temporary permit will only be issued for non-safety related items. Temporary permits will not be issued for oversights by the owner or operator.

# Labor Code 7903

7903. *The Division or a public entity shall not issue the original certificate of inspection for an amusement ride until it receives certification in writing by an engineer qualified under the Civil and Professional Engineers Act (Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code) that such amusement ride meets the requirements established by the division for amusement rides.*

## Engineering

**All rides and attractions MUST Have a certified California Engineer's letter of acceptance prior To requesting the first inspection.**

# Labor Code 7906

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*No person shall operate an amusement ride without a permit issued by the division or a public entity. On or before March 1 of each year an operator shall apply for a permit to the division or a public entity on a form furnished by the division and containing such information as the division may require. Each application shall specifically include a route list for the ride for the permit year, which shall include the name of each town or city, street location, and dates of operation of the ride at each location. A route list may be revised at any time, but a ride may not be operated at a particular location unless notification of the revision has been given previously to the division or public entity issuing the permit. All amusement rides shall be inspected before they are originally put into operation for the public's use and thereafter at least once every year, unless authorized to operate on a temporary permit. Amusement rides may also be inspected each time they are disassembled and reassembled.*

# Labor Code 7906

# Application

An application for a permit to operate is necessary prior to operating in the state.

**All** applications need to be submitted no later than march 1<sup>st</sup>.

Ensure **all** information is complete and correct.

As information changes a new application **must** be submitted immediately.

State of California  
Division of Occupational Safety and Health  
AMUSEMENT RIDE UNIT  
1750 Howe Ave., Suite 300  
Sacramento, CA 95825  
Phone: 916.263.3511  
Fax: 916.263.3576

GAVIN NEWSOM, Governor



## APPLICATION FOR PERMIT TO OPERATE TEMPORARY AMUSEMENT RIDES

Application is hereby made for authorization to operate the following temporary Amusement rides in compliance with the Labor Code Section 7906

An insurance policy and route list, including the name of each town or city, street location and dates of operation of the ride at each location, shall accompany this form.

Mail application, insurance policy and route list to:

STATE OF CALIFORNIA  
DIR-DOSH  
AMUSEMENT RIDE UNIT  
1750 Howe Ave., Suite 300  
Sacramento, CA 95825

Registration number for each ride will be assigned when the permit is issued.

The fee for each ride will be collected at the time of the inspection, required by Labor Code section 7906, before the permit to operate is issued. All checks or money orders shall be made payable to the DEPARTMENT OF INDUSTRIAL RELATIONS.

Name of Temporary Amusement Ride Operation

Name of Owner/Operator

Date

Permanent Address

Home/Office Telephone#

Cell #

City

State

Zip Code

Email Address

FAX #

Authorized Signature

Title

Form S-692(1) Rev 1-10

# Itinerary

# Labor Code 7906

TEMPORARY AMUSEMENT RIDE UNIT  
AMUSEMENT RIDE ITINERARY FORM

NAME - TEMPORARY AMUSEMENT RIDE COMPANY NAME:

**NEW ELECTRONIC ITINERARY OPTION:** If you have access to a computer, the Division is offering an electronic itinerary option for submitting ride addresses and location information to our office. The Excel document can be located on our website, or by contacting our office. The file is created in Microsoft Excel and the saved document will need to be sent via E-mail to: [tar@dir.ca.gov](mailto:tar@dir.ca.gov).

If you do not have access to a computer, you may fill out the itinerary below and either fax (916)263-3576 or E-mail (see above paragraph for E-mail address).

**\*Note:** Applications without a complete address for each itinerary listed will be returned without processing. If known, please identify last location date for the season. Updated itineraries must be submitted at least 10 days prior to operation.

1. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_
  
2. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_
  
3. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_
  
4. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_
  
5. Location/Event: \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_ \* Zip Code: \_\_\_\_\_  
Date Arriving on Lot: \_\_\_\_\_ Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

A detailed itinerary is necessary prior to operating any portable rides or attractions in the state.

All itineraries **must** be submitted no later than march 1<sup>st</sup> and a minimum of two weeks prior to the first date of operation.

Ensure **all** information is complete and correct.

As information changes a new itinerary **must** be submitted.

# Labor Code 7908

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*7908. Before a new amusement ride is erected, or whenever any additions or alterations are made which change the structure, mechanism, classification, or capacity of any amusement ride, the operator shall file with the division or a public entity a notice of his intention and any plans or diagrams requested by the division.*

## **Notify the Division if:**

- ✓ A new or used ride is acquired or sold.
- ✓ Structural, component and replacement materials and components are modified or differ from the manufacture's specifications.
- ✓ Vehicle or passenger cabins are modified.
- ✓ Physical, material or operational changes are planned to be made to safety components, structures or systems. Including but not limited to restraining devices, doors, latches, control system components and programs, fastening means (types, devices, means).
- ✓ Structures, components or vehicles have been bent, distorted, damaged or dropped and need repair.



# Labor Code 7909

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*7909. The Division may order cessation of operation of an amusement ride and permit revocation if it has been determined after inspection to be hazardous or unsafe. Operation shall not resume until such conditions are corrected to the satisfaction of the Division.*

## **A Permit May be Revoked if:**

- ✓ A current application, current itinerary or proof of current insurance is not provided to the division.
- ✓ All manufacture and state requirements and bulletins are not complied with.
- ✓ All structural and safety mechanisms, devices and controls are not functioning as intended and designed.
- ✓ Current and accurate documentation is not available. Including ride manuals, manufacture bulletins, set up / tear down procedures, maintenance training and procedures, operational training and procedures and evacuation procedures, etc. And inspection and maintenance documentation.

# Labor Code 7912

## Insurance Requirements

- ✓ Current policy of insurance on file at the Division.
- ✓ Insurance company **MUST** be licensed by the California Department of Insurance.
- ✓ **ALL** Rides and Attractions must be listed on policy.
- ✓ A minimum of \$1,000,000.00 liability.

*7912. No person shall operate an amusement ride unless there is inexistence and on file with the division a policy of insurance, issued by a company licensed by the Department of Insurance to do business in the state, or by a no admitted insurer employed by a surplus lines broker licensed by the Department of Insurance, in an amount of not less than one million dollars (\$1,000,000.00) insuring the owner or operator against liability for injury suffered by persons riding the amusement ride.*

# Labor Code 7914

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*7914. (a) Each operator of an amusement ride shall report or cause to be reported to the division immediately by telephone each known incident where maintenance, operation, or use of the amusement ride results in a fatality or injury to any person unless the injury does not require medical service other than ordinary first aid treatment. If a fatality or injury is caused by the failure or malfunction of an amusement ride, the equipment or conditions that caused the accident shall be preserved for the purpose of investigation by the division.*

## **Call (24 HRS) 916-263-3511 if:**

- ✓ Someone gets hurt as a result of the maintenance, operation or use of a ride or attraction if the injury requires anything more than simple first aid.
- ✓ You are notified of an injury that is associated with any ride or attraction regulated by the department.

## **Call Not Needed if:**

- ✓ The injury only requires simple first aid.
- ✓ The injury was not caused as a result of a ride or attraction or the supporting equipment or facility.

# Labor Code 7915 (a)

## Failure to Comply

### Mis·de·mean·or - noun

1. Law. A criminal offense defined as less serious than a felony.
2. An instance of misbehavior; misdeed.

*“...Who fails to comply with any provision of this part or any rule, regulation or safety order....”*

*“...shall be guilty...”*

7915. (a) Any owner or operator of any amusement ride who fails to comply with any provision of this part or any rule, regulation or safety order adopted pursuant to this part shall be guilty of a misdemeanor.

# Labor Code 7915 (b)

If fees are not paid within 60 days of invoicing you will be penalized!

7915. (b) Whenever an owner or operator of any amusement ride fails to pay any fee required under Section 7904 within 60 days after notification, the owner or operator shall pay, in addition to the fee required, a penalty fee equal to 100 percent of the required fee. For purposes of this section, the date of the invoice shall be considered the date of notification.

**A penalty fee equal to**  
**100%**  
**of the required fee will be added to your**  
**outstanding balance!**

**PAY YOUR INSPECTION FEES!**

# Labor Code 7915 (c)

7915. (c) *The Division shall not issue any permit to any owner or operator of any amusement ride who fails to pay any fee until the fee is paid.*

**Payment is due at the time of the inspection.**

**CASH WILL NOT BE EXCEPTED!**

**No Exceptions!**

**If you can't pay?**

**We can't permit!**

**PAY YOUR INSPECTION FEES!**

# Labor Code 7916 (a)

## 7916 (a)

### 7916 (a)

*An owner of an amusement ride shall provide training for its employees in the safe operation and maintenance of amusement rides, as required by Sections 4, 6, 7, and 8 of ASTM F770-06, Standard Practice for Ownership and Operation of Amusement Rides and Devices, adopted by the American Society for Testing and Materials, as amended or as may be amended from time to time and as the division deems appropriate, and the injury prevention program required under Section 6401.7*

In 2009 The State of California Labor Code was amended and now adopts the ASTM F770-06.

Which contains  
*Standard Practice for Ownership and Operation of Amusement Rides and Devices.*

# What is ASTM?

## Why do we need it?

*ASTM International (ASTM), is known as the **American Society for Testing and Materials**, is an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services*

### **Who Writes This Stuff Anyway?**

*ASTM Standards are developed and written by committee members.*

*Committee members consist voluntary members from the industry and can be divided into these categories.*

**Users  
Producers,  
Consumers  
&  
General Interest Parties**

*ASTM standards are created and adopted because members of **your** industry have requested standardization of a policy or procedure.*





# ASTM F770 - 06

***The F770-06 is made up of 5 main Sections***

- *Owner/Operator's Responsibilities*
- *Patron Responsibilities*
- *Maintenance Program Requirements*
- *Inspection Program Requirements*
- *Classification of injuries and illnesses*

# ASTM F770 - 06

## *Owner/Operator Responsibilities*

### 4

As an Owner/Operator of an  
amusement ride or device  
You have responsibilities that are  
defined in section 4 of  
F770-06

Read and become familiar with the manufacture  
manual for each attraction

Create an operating fact sheet for each attraction

Provide training for each operator and attendant

Conduct a daily pre-opening inspection prior to  
carrying passengers

Deny entry to patrons that cause risk to them self  
or other passengers

Provide guidelines to operators regarding  
passenger restrictions

Provide informative signage to be presented to the  
public

Implement a program of maintenance and testing

# ASTM F770 - 06

## 4.1

Each Owner/Operator shall read and become familiar with the contents of the manufacturer's operating instructions and specifications when received.

*Each employee that you have performing operator or attendant duties MUST read and become familiar with the manufacturers manual for each attraction they will be working with.*

# ASTM F770 - 06

## FACT SHEETS

### 4.1

Each Owner/Operator shall prepare an operating fact sheet for each attraction.

**The fact sheet MUST be made available to each operator and attendant.**

### The Fact Sheet must contain a minimum of these items.

- ✓ Specific ride or device policies and procedures with pertinent information from the manufacturers instructions.
- ✓ Description of ride or device operation.
- ✓ Duties of the assigned position for the operator and attendant.
- ✓ General safety procedures.
- ✓ Specific emergency procedures to be used in the event of an abnormal condition or interruption of service.
- ✓ Any additional recommendations.

# ASTM F770 - 06

**Operator and attendant training shall include but not be limited to:**

- ✓ Instructions on the ride or device.
- ✓ Instructions on the specific duties of the assigned position.
- ✓ Instructions on general safety procedures.
- ✓ Instructions on emergency procedures.
- ✓ Demonstration of the physical ride or device operation.
- ✓ Supervised observation of the ride or device operator physical operation of the ride.
- ✓ Additional instructions deemed necessary by the Owner/Operator .

## **Operator and Attendant Training 4.1.3**

Each Owner/Operator shall provide training for each ride or device operator and attendant

**This training must be documented on a training verification form.**

# ASTM F770 - 06

**The Pre-Opening inspection shall include but not be limited to:**

Visual inspection of all passenger carrying devices.

Visual inspection of Entrances ,Exits Stairways and Ramps.

Functional test of all communication equipment necessary for the ride or device operation.

Operation of the ride for one complete cycle

**This inspection MUST be Documented!  
And Signed by the person performing  
the inspection!**

## 4.1.4

### Pre-opening Inspection

**The ride or device operator shall conduct a daily pre-opening inspection of each ride prior to carrying passengers**

# ASTM F770 - 06

If you feel that a persons participation in  
your attraction may cause above normal  
exposure to risk  
of  
Discomfort or Injury

**YOU MAY DENY THEM ENTERY!**

\*

Or if you feel that the entry of the person  
may jeopardize the safety of other  
patrons or employees

**YOU MAY DENY THEM ENTERY!**

## 4.2

**You have the right!**

**The Owner/Operator of an  
amusement ride of device may  
deny entry to the ride or device  
to any person...**

# ASTM F770 - 06

SHALL BE



**BOLD IN DESIGN**

**PROMINENTLY PLACED!**

## 4.3

Signs presented by the  
Owner/Operator for instructions to  
the public

With wording  
**SHORT  
SIMPLE  
&  
TO THE POINT**



# ASTM F770 - 06

## 4.3.2

*Access to Restricted Areas  
and machine rooms*



Entrances to machine rooms and restricted areas or both

Should be posted when necessary to warn unauthorized persons

NOT TO ENTER!

# ASTM F770 - 06

4.4

Program of  
Maintenance and testing



As the Owner/Operator you are responsible

For implementing a  
program of testing based on the  
recommendations of the section on

Non Destructive testing requirements of  
ASTM F 1193

# ASTM F770 - 06

## 5

As an Owner/Operator of an  
amusement ride or device

You are responsible for your patrons!

You are responsible and must ensure that  
your patrons

- ✓ Are not under the influence of drugs or alcohol
- ✓ Properly use all ride or device safety equipment provided

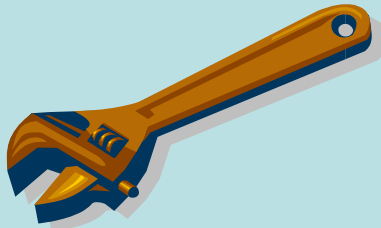
SEE SECTION 4.2

# ASTM F770 - 06

*Each Owner/Operator shall read and become familiar with the manufacturer's maintenance instructions and specifications*

6

Maintenance program requirements  
(From ASTM F853)



*•Based on these recommendations each owner/operator shall create a program of*

*Maintenance*

*Testing*

*&*

*Inspection*

# ASTM F770 - 06

*Your Maintenance program shall include*

*Include a checklist that contains all regularly scheduled maintenance items as specified in the manufacturers specifications.*

*The Maintenance check list **MUST** be available to all personnel performing the scheduled maintenance on the attraction.*

## 6.2

Maintenance Check List

# ASTM F770 - 06

*Each Maintenance Check list*

*Shall include but not be limited to*

- *Description of preventative maintenance to be performed*
- *Description of inspections to be performed*
- *Special Safety instructions*
- *Any additional information that the Owner/Operator deems necessary*

## 6.2

Contents of your Maintenance  
Check list

# ASTM F770 - 06

*Each Owner/Operator shall provide training for each person performing the maintenance duties on the attraction*

## 6.2

Training your Maintenance Personnel

*The Training of your Maintenance Staff*

**MUST BE DOCUMENTED**

*And signed by the trainer and the trainee.*

# ASTM F770 - 06

## 6.2

### Your Maintenance Personnel & Training Documentation

*Your Maintenance training documentation MUST include but not be limited to*

- Instructions on inspection and preventative maintenance procedures*
- Instructions on the specific duties of the assigned positions*
- Instructions on general safety procedures*
- Demonstration of the assigned duties*
- Observation of the maintenance person's performance of the assigned duties and inspections*



# ASTM F770 - 06

*The inspection shall include but not be limited to*

*Inspection of all passenger Carrying devices  
including  
restraint devices & latches*

*Visual inspection of Entrances, Exits, Stairways  
and Ramps*

*Functional test of all communication equipment*

*Inspection and testing of all automatic and  
manual safety devices*

*Inspection and testing of all Brakes*

*Service Brakes, Emergency Brakes, Parking  
Brakes, and Back Stops*

## 6.3

*Prior to carrying passengers you MUST  
perform a daily documented pre-opening  
inspection*

# ASTM F770 - 06

*The inspection shall include but not be limited to*

- *Inspection of all passenger Carrying devices including*
  - *restraint devices & latches*
  - *Visual inspection of Entrances, Exits, Stairways and Ramps*
  - *Functional test of all communication equipment*
  - *Inspection and testing of all automatic and manual safety devices*
  - *Inspection and testing of all Brakes*
  - *Service Brakes, Emergency Brakes, Parking Brakes, and Back Stops*
- ✓ Visual inspection of Fencing Guarding and Barricades
  - ✓ Visual inspection of Ride Structure
  - ✓ Operation of the attraction for a minimum of one complete cycle

# ASTM F770 - 06

## 6.4

*An amusement ride or device or the specifically affected element shall be appropriately inspected and operated without passengers to determine that it is functioning properly following an unscheduled cessation of operation caused by*

If you experience any of the following

Malfunction or significant adjustment

Mechanical,  
Electrical,  
Operational Modification

Any  
Environmental condition that affect the operation of  
the attraction

or any combination of the three.

Specific components relevant to the stoppage of  
operation MUST be re-inspected

# ASTM F770 - 06

*The Owner/Operator will maintain appropriate water quality within an amusement ride or device where the guest can reasonably be expected to ingest or contact water volume sufficient to pose a substantial health risk.*

## 6.5

*Water Rides*

*&*

*Water Quality*

**If your patrons have direct contact with**  
**Water.**

*You must have a written procedure for periodic water quality inspections!*

*You Must document the findings of periodic chlorine tests and adjustments.*

# ASTM F770 - 06

*Replacement Parts shall be obtained from the original manufacturer of the amusement ride.*

OR

*Produced using the appropriate original manufacturers drawings or specifications or both.*

OR

*Procured or produced using specifications derived from sufficient analysis to ensure parts of equivalent functions and quality to those provided by the original manufacturer.*

## 6.6

### *Replacement Parts*

# ASTM F770 - 06

7

## Inspection Program Requirements

*Owner/Operators of amusement rides or devices shall have an inspection program consistent with the inspections outlined in Practices F770 and F1193.*

*Inspection documents MUST be maintained in the ride file and be filed in accordance with the procedures outlined in Practices F770 and F1193.*

*The Owner/Operator shall notify the manufacturer of an incident, failure or malfunction which in his or her own judgment seriously affects the continued proper operation of the ride or device and is information that the manufacturer should be aware of.*

# ASTM F770 - 06

8

*Injury and Illnesses Classifications*



*The administration of emergency health care service and treatment MUST be documented and recorded*

*By*

*The Owner/Operator of the Amusement Ride*

*To include*

*The documentation of*

*Minor injuries and illnesses on a first aid log.*

*Injuries and illnesses other than minor*

*MUST be recorded on a first aid incident report*

# ASTM F770 - 06

*First Aid Incident Report*

*A First Aid Incident Report MUST  
Be completed for injuries or illnesses that result in*

*Hospital admission,*

*Where Medical treatment is given,*

*Recommended*

*Or*

*May be required at a future date.*



*All injuries or illnesses reported that are not classified  
As minor can be presumed to be in this category.*



# ASTM F770 - 06

## RECORDING INFORMATION ON YOUR INCIDENT REPORTS

*Information that is recorded  
Regarding first aid incidents*

*MUST include*

*Name and contact information of the person who  
received emergency health care services*

*Date of incident*

*Age of the person who  
received emergency health care services*

*The Manufactures name of the amusement ride  
On which the incident occurred*

*Physical description of the injury or illness*

*Description of the events causing and relating to  
the incident .*

*Description of the first aid service or treatment  
administered and the medication given.*

*Incident Classification in accordance with  
ASTM F770-06*

*Any other information deemed necessary by  
The Owner/Operator*

# ASTM F770 - 06

## *Classification of First Aid Incident*

*Incidents involving amusement rides  
Are classified into several categories*

*Injury qualification and degree of injury*

*Classified in accordance with Facility implication*

*Classified in accordance with Facility location*

*Loading and unloading incidents*

*Queue line incidents*

*Other incidents*

# ASTM F770 - 06

*Incidents involving amusement rides  
Are classified into several categories*

## *Classification of First Aid Incident*

*Injury qualification and degree of injury*

*Classified in accordance with Facility implication*

*Classified in accordance with Facility location*

*Loading and unloading incidents*

*Queue line incidents*

*Other incidents*



# ASTM F770 - 06

*Injury qualification and degree of  
injury*

*Injury, Illness,  
serious injury / illness*

*and*

*minor injuries and illnesses*

*Should be determined by the Owner/Operator to best  
describe the incident circumstances*

# ASTM F770 - 06

## Facility related incidents

Injuries and illnesses that occur on facility premises shall be additionally classified as *Facility Related*

***Classified in accordance with  
Facility implication***

**Injuries and illnesses that occur off facility premises shall be additionally classified as Not  
*Facility Related***

# ASTM F770 - 06

## On Ride Incidents

*Classified in accordance with  
Facility location*

*Injuries or Illnesses that occur to a person while riding an amusement ride or device are classified as an ON RIDE INCIDENT.*

# ASTM F770 - 06

## Loading and Unloading incidents

***Classified in accordance with  
Facility location***

*Injuries or Illnesses that occur to a person while within the loading and unloading areas of the amusement ride are classified as a Loading and Unloading incident.*

# ASTM F770 - 06

## Queue Line incidents

***Classified in accordance with  
Facility location***

*Injuries or Illnesses that occur to a person while within  
the queue line of the amusement ride are classified as  
a queue line Incidents.*



# ASTM F770 - 06

## Other Incidents

***Classified in accordance with  
Facility location***

*Injuries or Illnesses that occur to a person other than that previously discussed in this guide are categorized with the predetermined descriptions established by the Owner/Operator.*

# ASTM F770 - 06

**YOU HAVE 7 DAYS**

## ***Manufacturer Notification***

*The Owner/Operator of an amusement ride or device shall notify the appropriate manufacturer of an incident that resulted in a serious injury within seven days of the incident.*