

WHS Regulators' National Audit Tool for Amusement Devices



NATIONAL AUDIT TOOL FOR AMUSEMENT DEVICES

Guidance for completing the National Audit tool.

- This audit tool is specifically for regulatory inspections by authorised officers of Work Health and Safety authorities. However it may be used in part or full by others, e.g. device operators preparing for an audit. Note: An audit using this tool is not a substitute for an annual inspection.
- The national audit tool provides 2 options,
 - a full audit, i.e. logbooks, maintenance records and site verification of set up and operation; complete sections A, B & C (in no specified order), or
 - a site set-up audit for the show set-up being completed; complete sections A & C only.
- WHS inspectors should check the National Register Spread Sheet (available from WHSQ Engineering Unit 07-3738 5096 or email designregistrationapplications@oir.qld.gov.au) and their jurisdiction's register/database for outstanding notices/issues prior to auditing.
- If the WHS inspector is auditing a recently audited ride (e.g. within the last 2 months, this depends on jurisdictional requirements and guidance) and no issues were identified, the inspector may opt to only focus on site issues related to the set-up without the need to complete all elements of section D for site set-up.
- If there are elements of the audit tool that do not apply OR are not assessed mark those elements as N/A, i.e. not applicable or not assessed, and please include a short comment.
- Where complex issues are identified seek guidance from your amusement devices support unit (E.g. Engineering Unit in WHSQ). For example; enforcement of the design registration regulations or rider restraint assessment using the new Type 1, Type 2, etc, restraint assessment in AS 3533.
- To ensure subsequent audits cover any outstanding issues please use the summary sheet or leave your contact details with the operator so you can be contacted if an inspector needs clarification of any past audit issues.
- When complete, record the data as required in your jurisdiction and notify workplace health and safety Qld of details re notices issued. Contact details are at the end of each audit section and this data will be included on the National Register Spread-Sheet.

Note: To accommodate the differences in legislation, some jurisdiction will utilise a slightly modified version of this audit tool.

Section A: Details of amusement device and PCBU

Item Registration Number: _____ Expiry Date: _____ Issuing State or Territory: _____
(Some states may not require this information)

Name of Device: _____ Serial No: _____ Class of Device: _____
(As per the ride logbook, registration certificate or Engineer's certificate)

Name of Manufacturer: _____ Manufacture Date: _____

Design Registration Number: _____ Issuing State or Territory: _____

PCBU (legal entity): _____

PCBU Phone Number: _____ Mobile: _____

ABN: _____ ACN: _____

PCBU Contact Email: _____

PCBU Address: _____

PCBU Audit Representative: _____ Phone Number: _____

Date of latest annual inspection: _____

Name of person who performed the annual inspection: _____

Name of inspector who conducted this audit: _____

Location of audit: _____ Date of completion of audit: _____

	Section B. Logbook & Documents			Guidance Notes	Inspector's Comments
B1 B2	Design Registration: If required, does the device have design registration? If YES; <ul style="list-style-type: none"> Record design registration number and the issuing State or Territory in section A If NO; take appropriate action If not required; record N/A in section A	Y	N	Plant must be design registered as required by the WHS legislation where it has been set-up to operate (even if the device originates from a jurisdiction that does not require it). Devices requiring design registration are listed in; <ul style="list-style-type: none"> Work Health and Safety Regulation S243, Schedule 5 Part 1 (1.8) i.e. Class 2;3;4 & 5 to AS3533.1 Work Health and Safety Act S42 All jurisdictions recognise design registrations from other jurisdictions - Work Health and Safety Regulation S245 NSW - CI 70, schedule 18B, WHS Reg 2011	
B3 B4	Plant Registration: If required, does the device have current plant item registration? If YES; <ul style="list-style-type: none"> Record the plant registration number and the issuing State or Territory in section A Ask to view the registration document issued by a WHS regulator. If NO; take appropriate action If not required; record N/A in section A	Y	N	Plant item registration is not required in all jurisdictions (e.g. Victoria). Plant must be item registered before it is operated in jurisdictions that require plant item registration, (even if the device originates from a jurisdiction that does not require it). Devices requiring plant item registration are listed in; <ul style="list-style-type: none"> Work Health and Safety Regulation S246 Schedule 5 Part 2 (3.6) & 4(2) i.e. Class 2, 3, 4, & 5 to AS3533.1 Work Health and Safety Act S42 All jurisdictions recognise plant item registrations from other jurisdictions - Work Health and Safety Regulation S247 Plant item registration is required every 12 months or five years depending on the jurisdictions	
B5	Does the owner of the device have current public liability insurance and workers compensation policy?	Y	N	Some WHS Regulators do not check for insurance policies	
B6	Notices outstanding: Ask the owner to confirm if the device has any notices issued that are outstanding?	Y	N	Check logbook, summary sheet and/or National register. Take appropriate action and note details of outstanding notices.	
B7 B8 B9 B10 B11 (C1)	Records: Are records for the device available for inspection? This includes; <ul style="list-style-type: none"> Logbook maintenance manual operating manual Are the logbook, operating and maintenance	Y	N (I)	Check for a form of recording system, e.g. in hard copy (logbook) or on computer, that includes up to date records. Logbook should include records of: <ul style="list-style-type: none"> operation tests inspections maintenance setting up commissioning dismantling 	

	<p>manuals provided to the persons involved with;</p> <ul style="list-style-type: none"> • commissioning • installation • use • storage • testing and • dismantling of the amusement device? <p>NOTE: To be able to complete this item ALL points discussed above (and detailed in the guidance column) must be demonstrated.</p>			<ul style="list-style-type: none"> • alterations • annual inspections <p>Manuals should include procedures for:</p> <ul style="list-style-type: none"> • commissioning • installation • use • storage • testing • dismantling • maintenance • transport <p>Confirm logbook and manuals are available during the site audit.</p>	
B12 (C2)	Is there an up to date record of instruction and training for operators of the device?	Y	N (I)	<p>Training should be consistent with manufacturer's recommendations.</p> <p>SA - Must include evidence of training provided to the trainer from the manufacturer/supplier of the device.</p>	
B13 (C3) (C6)	Is there an up to date record of daily; <ul style="list-style-type: none"> • preoperational checks, and • operation of the device without passengers? 	Y	N (I)	<p>The checks should reflect the requirements of manuals.</p>	
B14 (C4)	<p>Annual Inspections:</p> <p>Has the device been inspected by a competent person (e.g. professional engineer) within the last 12 months?</p> <p>If YES;</p> <ul style="list-style-type: none"> • Record the date of the last annual inspection and • the name of the inspecting engineer in section A. 	Y	N (I)	<p>SA - Ensure that the owner of the amusement device has a copy of the Curriculum Vitae (CV) of the competent person that conducted the latest annual inspection. (Sight evidence of CV in the logbook) Has the competent person provided evidence of their appropriate qualifications to inspect all safety critical elements of the device?</p>	
B15 (C4) (C6)	Does the annual inspection by the competent person (professional engineer) include;	Y	N	<p>Check for a record (and engineer's certificate if available) which outlines that the inspection was completed in line with the points in Work Health and Safety Regulation S241.</p>	
	(a) a check of information about the operational history of the amusement device since the last detailed inspection;	Y	N	<p>An Improvement Notice may be issued if the annual inspection does not address the identified points</p>	
	(b) a check of the log book for the amusement device; entries of the log book (repairs and alteration)	Y	N	<p>Detailed inspections by the engineer should include;</p>	
		Y	N	<ul style="list-style-type: none"> • rider restraint systems and associated interlock safety functions are operating correctly. • loading plan 	

	<p>(c) a check that maintenance and inspections have been undertaken under section S240;</p> <p>(d) a check that any required tests have been carried out, and that appropriate records have been maintained;</p> <p>(e) a detailed inspection of the amusement device to ensure compliance with the Act and Regulation (including a specific inspection of the critical components of the amusement device)</p>	<p>Y</p> <p>Y</p>	<p>N</p> <p>N</p>	<ul style="list-style-type: none"> operational testing of the device (either loaded or unloaded condition) checking that NDT have been carried out (if applicable) Checks for corrosion of structural members of the ride (if applicable) <p>Does the certificate (or record) provided by the Engineer include a statement that the device has been inspected and deemed safe to operate</p> <p>SA - Has the competent person for the purpose of annual inspection tested the patron restraint system and each individual patron restraint and confirmed function is satisfactory (i.e. that it is in good working order)? Is there verification evidence from a competent person that the 'type' of patron containment and restraint has been assessed as compliant for all foreseeable patron ejection forces?</p> <ul style="list-style-type: none"> Work Health and Safety Regulation S241 & S266(2)(g) AS3533.3 Clause 11.4 	
B16 (C4)	Is there a record of the device being maintained, inspected and if necessary tested in accordance with the designer or manufacturer's recommendations or in accordance with a manual prepared by a competent person?	Y	N (I)	<p>Confirm selected maintenance activities during site set-up/operational verification.</p> <p>Records should include routine structural, mechanical and electrical inspections and tests.</p> <ul style="list-style-type: none"> Work Health and Safety Regulation S237 & S240 	
B17 (C5) (C7)	<p>Repairs and Alteration:</p> <p>Are any repairs or alterations, including those that affect the structural integrity of the device and/or rider restraints;</p> <ul style="list-style-type: none"> Recorded in the logbook? Reviewed by a competent person or manufacturer? Alterations to the design of the ride may need a new application for design registration. Any change to the design that requires new measures to control risk will require a new application for design registration. 	<p>Y</p> <p>Y</p>	<p>N</p> <p>N</p>	<p>Notices may be Improvement or Prohibition and are subject to identification of and degree of risk identified during the site verification</p> <p>Alterations that may affect health or safety (i.e. require new measures to control risk) must be design registered as an alteration with a WHS Regulator.</p> <ul style="list-style-type: none"> Work Health and Safety Regulation S237, S240 & S244 	

				<ul style="list-style-type: none"> operator safety (interlocks on gates etc) transport set-up dismantling Work Health and Safety Regulation S 32,33, 34,35,36,37,38, 203,204 and 206 	
B21 (C8)	<p>Emergency Plans:</p> <ul style="list-style-type: none"> Is there an Emergency Plan for the device? Has the Emergency Plan been tested? Have staff been instructed in the Emergency Plan? 	Y	N (I)	<p>The detail of the plan will depend on the size and type of device. Sight emergency plan. The plan should include emergency lighting and evacuation procedures.</p> <ul style="list-style-type: none"> Work Health and Safety Regulation S43 (1) 	
B22 (C9)	<p>Asbestos Register, if required</p> <ul style="list-style-type: none"> Is there an Asbestos Register for the device? If the register identifies that asbestos or ACM is present, is there an Asbestos Management Plan for the device? <p>Enter N/A if not required</p>	Y Y	N (I) N (I)	<p>Anything built AFTER the 31st of December 2003 does not require an asbestos register unless asbestos has been identified or is likely to be present. Anything built before that date does require an asbestos register. If the register identifies that asbestos or ACM is present, is there an Asbestos Management Plan for the device? Asbestos Register should be in Log Book QLD - required to conduct Asbestos Assessment.</p> <ul style="list-style-type: none"> Work Health and Safety Regulation S422, S425, S429 	
B23 (C10)	<p>Noise:</p> <p>Has the PCBU ensured that the noise a worker is exposed to does not exceed the exposure standard?</p> <ul style="list-style-type: none"> Have noise levels been sampled? Is PPE used to reduce noise exposure? Has audiometric testing been done? 	Y	N	<p>Note: Audiometric testing depends on exposure (e.g. noise level, frequency and duration).</p> <p>Unlikely requirement for smaller Shows and Festivals</p> <ul style="list-style-type: none"> Work Health and Safety Regulation S56, S57 & S58 	
B24 (C12) B25	<p>Electrical Safety Switch:</p> <p>Is an appropriate Residual Current Device (RCD) fitted to minimise any electrical risk – Confirm during site audit. If YES,</p> <ul style="list-style-type: none"> are there records of the testing of the RCD? 	Y	N	<p>The ride operator needs to provide records that these tests have been completed. Were RCD's that failed the tests replaced and retested? WHS Regulation S164, S165,</p> <ul style="list-style-type: none"> Queensland Legislation Electrical Safety Act S30, S38 Electrical Safety Regulations S116, S118 	
B26	<p>Are records for the testing and inspection of electrical equipment available?</p> <p>This requirement may vary depending on the jurisdictions electrical safety legislation</p>			<p>WHS Regulation S150 (4), S164, S165, 240 (2)</p> <p>Queensland legislation 6 or 12 monthly depending on the electrical equipment</p> <ul style="list-style-type: none"> Electrical Safety Act S30, S38 Electrical Safety Regulations S118 	

	Section C. SITE VERIFICATION			Guidance Notes	Inspector's Comments
C1 (B11)	Have workers been provided with the log book and manuals for the device?	Y	N (I)	Ask workers if they have access to the log book and manuals if necessary. Do the workers know where the logbooks and manuals are? • Work Health and Safety Regulation S242 (2)	
C2 (B12)	Training: Have workers been trained or instructed in the operation of the device? • Confirm the operators understanding of operational procedures by questioning them on elements of the operation of the device. The person with management or control of the ride (PCBU) must ensure that the device is only operated by a person who has been provided with instruction and training in the proper operation of the device.	Y	N (I)	Ask workers if they have been trained or instructed in the operation of the device • Work Health and Safety Regulation S238(1)	
C3 (B13)	Operation: Confirm the workers are aware of the procedure for the daily operation without passengers and the requirement to record it.	Y	N	If the device is operating review the logbook or daily sheet. An Improvement Notice may be issued if these checks are not completed • Work Health and Safety Regulation S238 (2) c	
C4 (B15) (B16)	Engineers Inspection and Maintenance Records. Select at least 2 items from the engineer's report/ maintenance records and confirm that they have been completed on the device.	Y	N (I) (P)	Any Notices issued will depend upon risk identified • Work Health and Safety Regulation S241 (2) • Work Health and Safety Regulation S240	
C5 (B17)	Repairs or Alterations, Is there evidence of recent Repairs or Alterations? If found, were these recorded in the logbook?	Y	N	Look for evidence such as • re-welded areas • new bolts or pins • alterations to rider restraints etc Enforcement will depend on record keeping and/or evidence of the checks done by a competent person. • Work Health and Safety Regulation S240	

C6 (B13) (B15) (B16) (B17)	Patron restraints and loading plan: Where patron restraints are provided, do they operate correctly? Is there certification available that the rider restraint system has been assessed as suitable for the type of device? NOTE: In some cases where the device is not 'powered up' you may not be able to have the restraint system demonstrated, if so mark this as N/A and note on summary sheet.	Y	N (I)	Check latches and springs function correctly. Check that seating requirements; loading plans and rider height limitations are readily available and being correctly implemented. Any Notices issued will need to be considered on a case by case basis and discussed with your technical advisor.	
			N/A	<ul style="list-style-type: none"> • Work Health and Safety Regulation S240 • Work Health and Safety Regulation S206 	
C7 (B20)	Proper Use/Defects: Conduct a visual check of the device for risk controls and any obvious defects, list defects found and enforce accordingly. E.g. <ul style="list-style-type: none"> • Are there any potential ride envelope intrusions? • Is patron access controlled by fencing or other barriers? • Are the operator's controls inaccessible to the public? • Is there sufficient space to set-up and operate the device? 	Y	N (I) (P)	Check for: <ul style="list-style-type: none"> • missing bolts • missing 'R'-clips or pins • broken or damaged members • misaligned rails or tracks • inadequate packing • inadequate tie-downs • patron access and egress • fencing to prevent patron access • damaged components • floor plates for trip hazards • check controls are marked and not confusing • can patrons access controls • patron restrictions are in place • consistency of fastenings, bolts, etc; • interlocks in place and functional • machine safety guards not left off • sloping or soft ground • excessive corrosion • dunnage/packing, • sufficient space to set up and use etc. Any Notices issued will depend upon risk identified <ul style="list-style-type: none"> • Work Health and Safety Regulation S240 • Work Health and Safety Regulation S206 	
C8 (B21)	Emergency Plans: Have staff been instructed in emergency plans? <ul style="list-style-type: none"> • Has the plan been tested? • Does the device require emergency lighting? 	Y Y	N (I) N (I)	Ask staff to explain or view a demonstration. Is emergency lighting provided in enclosed or dark areas not lit by lighting outside the device? Is the emergency lighting operating correctly? How is emergency retrieval accomplished from height (rides where riders can be trapped in car/carriage etc at height e.g. Roller Coasters etc.)	

	Confirm the operators understand the emergency procedure by questioning them on elements of the procedure including when it was last tested. The person with management or control of the ride (PCBU) must ensure that operators are trained and instructed in the emergency procedures included in the emergency plan.				<ul style="list-style-type: none"> • Work Health and Safety Regulation S43 	
C9 (B22)	Asbestos: Check for <ul style="list-style-type: none"> • Visible presence of asbestos containing material (ACM) and • Compare to Asbestos Register 	Y	N (I)	N/A	Consider brake & clutch linings; electrical components; insulation, lagging & gaskets Contact Asbestos Unit for further advice <ul style="list-style-type: none"> • Work Health and Safety Regulation S422 	
C10 (B23)	Noise: If the device is operating and/or sound systems are used with the device: <ul style="list-style-type: none"> • Does the noise level seem to be below 85dB(A)? If not seek noise records and review hearing PPE use. 	Y	N (I)	N/A	Is the sound level known? Is PPE provide and used if necessary? Noise monitoring may be required to determine action <ul style="list-style-type: none"> • Work Health and Safety Regulation S57 	
C11	Electrical: Does electrical equipment appear to be connected in a safe manner?	Y	N (I)		Visually check items and take appropriate action if unsafe electrical equipment is connected. Check for <ul style="list-style-type: none"> • No double adaptors or piggyback plugs (one plug that allows another to be plugged into the back of it) • Leads are protected from damage • Water cannot reach inside connections • Electrical switch boards are secure and prevent unauthorised access to live parts. <ul style="list-style-type: none"> • WHS Regulation S149 Queensland legislation • Electrical Safety Act S30, S38 • Electrical Safety Regulations S101, S115, S117 	
C12 (B24)	Confirm that safety switches protect: <ul style="list-style-type: none"> • The device or ride itself (if rated current is not more than 20 amps per phase) or 	Y	N (I)		Ask to see the safety switch fitted to the device or switchboard and check for any marking that identifies circuits protected (if present). Contact your electrical adviser for advice if needed	

	<ul style="list-style-type: none"> the socket outlets on the device or ride this does not apply if the supply of electricity to the electrical equipment: <ol style="list-style-type: none"> does not exceed 50 volts alternating current (AC) or does not exceed 120V direct current (DC) 			<ul style="list-style-type: none"> WHS Regulation S164(2)(3)&(4) Queensland legislation Electrical Safety Act S30, S38 Electrical Safety Regulations S118 	
C13	Is all electrical equipment inspected, tested and records kept as required by the applicable electrical regulation?	Y	N (I)	Check that a tag is attached to the electrical equipment giving the details of the last test and the next test due date. <ul style="list-style-type: none"> WHS Regulation S150 For advice on testing refer to AS3760 Queensland legislation <ul style="list-style-type: none"> Electrical Safety Act S30, S38 Electrical Safety Regulations S116 & S117 	
C14	Are all extension cords and flexible cables protected against damage?	Y	N (I)	Visually check the set-up. Ensure cables are; <ul style="list-style-type: none"> located where they are not likely to suffer damage or protected against damage. <ul style="list-style-type: none"> WHS Regulation S147 & S149 Queensland legislation <ul style="list-style-type: none"> Electrical Safety Act S30, S38 Electrical Safety Regulations S102 	
C15	Overhead powerlines Is there adequate clearance for overhead powerlines in the vicinity of the device/ride?	Y	N (I) (ESPN)	Visually check the set-up area In some jurisdictions the minimum distance is 3 metres for line voltages up to 132 kV. Check local requirements for electrical exclusion distances. <ul style="list-style-type: none"> WHS Regulation S166 Queensland legislation <ul style="list-style-type: none"> Electrical Safety Act S30, S38 Electrical Safety Regulations 2013 S68 & S69 Qld COP 2010 Working near overhead and underground electric lines 	
C16	Underground powerlines Have all securing pegs been installed so as not to present a risk from underground power lines?	Y	N (I)	Visually check set-up area, look for markers or line-of-site between switchboards; is there information available from the PWMC of the showground. <ul style="list-style-type: none"> WHS Regulation S166 Queensland legislation <ul style="list-style-type: none"> Electrical Safety Act S30, S38 Electrical Safety Regulations 2013, S68 Qld COP 2010 Working near overhead and underground electric lines 	

C17 (B26)	<p>Live Parts: Visually check for obvious exposed live electrical parts. If identified, has access to exposed live parts been controlled?</p> <p>NOTE: This does not apply to voltages below low voltage, i.e. below 50VAC and 120VDC. Refer to B26 records for any electrical testing and inspections, E.g. electrician's inspection and certification the ride is electrically safe.</p>	Y	N (I) (ESPN)	<p>Switchboard cabinets should be secured to prevent unauthorised access. Can the operator access live parts in the cabinet accidentally (are the terminals insulated or shrouded)? Check festoon/decorative lighting have bulbs in all accessible sockets and bulbs with broken glass should be replaced. For detailed advice contact your electrical advisor.</p> <ul style="list-style-type: none"> • WHS Regulation S147 Queensland legislation • Qld Electrical Safety Act S30, S38 • Qld Electrical Safety Regulation 2013 S101 	
C18	<p>High current, single pole, plug and sockets:</p> <p>If single pole connectors and leads are used request evidence that the connection between the generating source and the ride has been checked and deemed “<i>electrically safe</i>” by a competent person for electrical equipment?</p> <p>Refer to the jurisdictions requirements for the competent person and whether an electrician is required.</p>	Y	N (I)	<p>When a device has removable single pole connections for the three phase power supply (i.e. individual leads and plugs for each phase) the risk of incorrect connection and disconnection of leads can result in unsafe plant. Therefore connection and disconnection of the device from the power supply should only be undertaken by an electrically competent person. These connectors may be used in cables that connect large three phase rides to electrical generator sets. Some of these connectors may require additional controls if they are to be used to ensure the electrical installation is electrically safe.</p> <p>Contact your electrical advisor for guidance on these plugs and sockets.</p> <ul style="list-style-type: none"> • WHS Regulation S147 Queensland legislation • Electrical Safety Act S30, S38 • Electrical Safety Regulation 2013 S117 	
<p>Information for the national register: Please remember to Fax or e-mail copies of notices and incident details to WHSQ Engineering Unit for inclusion in the Nation Register:</p> <p>• Contact Details: WHSQ Engineering Unit For WHSQ: CISR Descriptor Codes: AMU1 - Large Shows and Festivals</p> <p>E-mail: designregistrationapplications@oir.qld.gov.au AMU2 - Small Shows, Fetes and Carnivals</p>					

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WHS REGULATORS' NATIONAL AUDIT TOOL FOR AMUSEMENT DEVICES

Ride owners should keep this sheet or the entry/inspection report available as evidence of having an audit completed.

FULL AUDIT SUMMARY SHEET 1 of 2

Item Registration Number: _____ Name of Device: _____

Name of auditing inspector: _____ Inspector/Entry report No: _____ State _____

Location of audit: _____ Date of audit: _____

Audit tool section	1. Notices Issued
B	

1. Complete this page or an entry/inspection report and leave with PCBU (preferably in the logbook).
2. Briefly note in the "*Inspection*" section of the logbook that a national audit was completed and the summary sheet or entry/inspection report was provided to the PCBU. If notices were issued include the word "notice issued" in the logbook entry.
3. Some jurisdictions will issue an Entry Report or Inspection Report as the summary sheet.
4. The summary sheet or entry/inspection report is evidence that a Full Logbook Audit was completed in line with the Regulators' National Audit Tool and any non-compliance(s) requiring action by the PCBU are listed above.

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FULL AUDIT SUMMARY SHEET 2 of 2

Audit tool section	2. Notices Issued
C	

1. Complete this page or an entry/inspection report and leave with PCBU (preferably in the logbook).
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