

# Oklahoma Department of Labor



Leslie Osborn  
COMMISSIONER OF LABOR

## **Administrative Guideline**

TO: Amusement Ride Owners

FROM: James Williams  
Director, Safety Standards Inspection Services

RE: Waiver Application

**NOTE:** Amusement Rides must meet all requirements per 40 O.S. § 460, *et seq.*, Oklahoma Administrative Code (OAC) 380:55 and applicable American Society for Testing and Materials (ASTM) standards and all administrative guidelines. Guidelines can be found on the Oklahoma Department of Labor (ODOL) website, [www.labor.ok.gov](http://www.labor.ok.gov).

**THE WAIVER PROGRAM IS ONLY APPLICABLE TO SHOWS WITH MORE THAN 5 EVENTS WITHIN THE CURRENT CALENDAR YEAR**

**ALL DOCUMENTS MUST BE ON COMPANY LETTERHEAD**

### **Consideration of Application:**

- A letter from the owner/operator must be submitted requesting approval of the application. This letter must be submitted on company letterhead.
  - Please refer to Example A for guidance

### **Inspectors:**

- A letter from the owner/operator must be submitted requesting approval for each waiver inspector. This letter must be submitted on company letterhead.
  - Please refer to Example B for guidance
- Inspectors must be National Association of Amusement Ride Safety Officials (NAARSO) certified Level I. A copy of the inspector's current certification must be provided to the ODOL each year.
  - Non-complex portable ride waiver inspectors are exempt from the NAARSO inspector certification requirement.
- Individual requesting to be approved as waiver inspectors must pass a written exam covering Oklahoma's Amusement Ride Safety Law.

- This is an open book exam. Contact the Oklahoma Department of Labor Amusement Ride Program Administrator to obtain the exam at [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov) or call (405) 521-6100 (M-F/8-5)

**Exam Instructions:**

- Circle the correct answer.
- Use a current copy of the Amusement Ride Safety Act and Rules at [www.labor.ok.gov](http://www.labor.ok.gov)
- Submit completed exam to [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov)

**Rides:**

- A list of all amusement rides requested to be waiver inspected must be submitted to the Oklahoma Department of Labor and include the following information for each ride:
  - Manufacturer
  - Manufacturer's name
  - "Theme" name used by the owner
  - The year built (if unsure of the exact year – provide the best information known)
  - Serial Number
  - The US ID or Oklahoma Number
- Owners/operators must have a complete ride manual for each ride listed in the application.
  - It is recommended to contact each manufacturer to determine that the manual consists of the latest information.

**Itinerary:**

- A list of all booked events for the year of the application must be provided to the Oklahoma Department of Labor.
  - Each itinerary event submitted must list all rides scheduled to be set up
  - All itinerary updates including late or last minute changes or cancellations must be reported to the Oklahoma Department of Labor:

Oklahoma Department of Labor  
Safety Standards Division  
3017 North Stiles, Suite 100  
Oklahoma City, OK 73105  
Business Hours- M-F/8-5 - (405) 521-6604  
After Hours/Weekend/Holiday - (405) 343-9815  
[odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov)

- The following information must be included:
  - The date and time the booked event is scheduled to open and close.
  - Requested inspection time. All rides submitted for inspection must be ready for inspection.
  - The address/location of ride set up. This information needs to be as accurate as possible to prevent delays or the cancellation of an inspection.

- **POINT OF CLARIFICATION: If a date or location of a booked event has been canceled or there is any change to your itinerary submitted in your application packet to the Oklahoma Department of Labor, it is the responsibility of the owner to notify the Oklahoma Department of Labor of these changes. If the Oklahoma Department of Labor is not notified you will be charged for a full inspection of all rides submitted for the event.**
- **Use the following information below to notify (mail, email or phone call) the Oklahoma Department of Labor of any changes or updates:**

Oklahoma Department of Labor  
Safety Standards Division  
3017 North Stiles, Suite 100  
Oklahoma City, OK 73105  
Business Hours- M-F/8-5 - (405) 521-6604  
After Hours/Weekend/Holiday - (405) 343-9815  
[odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov)

- **It is recommended to contact the Oklahoma Department of Labor to ensure receipt of information.**

### **Inspection Checklist:**

- A safety inspection checklist must be submitted to the Oklahoma Department of Labor for each ride submitted in the application.
  - Use the manufacturer's information and ride manuals for this information as per Example C; this example was taken from a ride manual.
  - This example is not complete but provided as a tool to assist you.
  - Ensure each ride's information is provided at the top of the form to include
    - Ride Name – Manufacture – Serial Number – US Number
  - Each checklist must be submitted on company letterhead, please ensure the checklist is legible. Any check list not legible will not be accepted and the application will be considered incomplete.
  - Be sure to cover all general inspection points, maximum speed and operating restrictions on the checklist.
- A safety inspection checklist for midway and electrical safety must be submitted with the application.
  - Checklist must be submitted on company letter head.
  - You will also need to provide copies of the final approved midway and electrical checklist to the ODOL for your file.

### **Inspection Reports:**

- The enclosed waiver daily inspection report must be used when conducting inspections of rides listed under the ODOL Waiver Program.
  - A report must be completed for each ride at each booked event location.
  - The report has space for 4 (four) dates and one form is good for one ride for 4 (four) days at one location.

### **Additional Points:**

- Daily inspection must be completed by approved waiver inspector prior to scheduled Oklahoma Department of Labor inspection. Daily inspections are to be supervised by the approved waiver inspector on staff at each location regardless if a state inspector will be inspecting or if it is a waived event. This must also include a daily midway safety and electrical safety checklist. It is recommended that the daily inspection reports be kept in a binder for review by state inspectors. Forms must be maintained in an orderly fashion with you at event set up. These forms will be a special point of interest when a state inspector conducts spot checks.
  
- The Oklahoma Amusement Ride Safety Act and Rules are available on the Department of Labor website at [www.labor.ok.gov](http://www.labor.ok.gov) . Ensure you know and understand the information contained within them. A copy of the Act and Rules must be available at each event. You can also have a copy mailed to you by requesting by email at [odol.amusement@labor.ok.gov](mailto:odol.amusement@labor.ok.gov) or calling (405) 521-6604. It is essential that you know and operate by Oklahoma statutes and rules.
  
- Note: Make sure you keep your information accessible and available at all times for the inspectors to review at every site.

EXAMPLE (A) – REQUEST FOR WAIVER OF INSPECTIONS  
(COMPANY LETTERHEAD)

Date

Dear Commissioner:

I hereby request waiver of inspections as per Title O. S. 1991, Section 462 (C). Enclosed is all appropriate documentation according to rule 380-55:15. In the interest of public safety, I will abide to all requirements of said rule.

Sincerely,

Name

Title

EXAMPLE (B) – WAIVER INSPECTOR DESIGNATION  
(COMPANY LETTERHEAD)

Date

Dear Commissioner:

As the owner of (name of show), I request that I be approved as the waiver inspector of (name of show), as per 380-55:15.

FULL NAME OF OWNER  
SOCIAL SECURITY NUMBER  
DATE OF BIRTH

**OR**

As the owner of (name of show), I request that:

FULL NAME OF INDIVIDUAL  
SOCIAL SECURITY NUMBER  
DATE OF BIRTH  
PERSONAL MAILING ADDRESS  
PERSONAL PHONE NUMBER

Be approved as a waiver inspector for (name of show) as per rule 380-55:15. (Full name of individual) is a full time employee of (name of show), and is empowered by me to order the cessation of ride operation due to unsafe conditions.

Sincerely,

Name

Title

EXAMPLE (C) – WAIVER INSPECTION CHECKLIST  
(COMPANY LETTERHEAD)

RIDE NAME                      MANUFACTURE                      SERIAL NUMBER                      US NUMBER

**GENERAL INSPECTION POINTS:**

- Check all main trailer support jacks for tightness.
- Check main outriggers for tightness.
- Check that all platform screw jacks are snug.
- Check that all entrance/exit steps are secure.
- Check the main thru bolts and side bolts on each counterweight for tightness.
- Check the tower support attachment at the floor for cracks.

**MAXIMUM SPEED:**                      19 1 / 4 RPM

**OPERATING RESTRICTIONS:**

Do not allow small children to sit in the end seats on the seat frame.

If the ride is primarily small children, do not operate the ride at full speed. If the ride is all teenagers or adults, then operate the ride at full speed.

If there is an extremely large person sitting next to a child, you may have to reposition the passengers or let the child or extremely large person off of the ride until the next load.

If there is a problem with one of the passengers, or someone is trying to get out from underneath the lap bar, or a problem of any kind, immediately let go of the toggle switch, which will bring the ride to an immediate stop. In an emergency situation, hit the red palm button, which will set the mechanical brake as well.

If there is any question about how securely the passenger is held into the ride, do not operate the ride until the situation is remedied.

No smoking. No food or drink. No loose articles.

No passengers who cannot be properly secured due to their size.

No pregnant woman.

No persons who are visibly ill or under the influence of alcohol or drugs.

**These general inspection points and operating restrictions are directly from a ride manual and are only used as an example. Your ride inspection checklist must contain basic inspection points, maximum speed and operating restrictions.**

**40 O.S. § 460.2 (b)** Rules promulgated pursuant to subsection A of this section shall include the following language:

The owner of an amusement ride shall maintain up-to-date maintenance, inspection, and repair records between inspection periods for each amusement ride in the manner provided by the Commissioner of Labor. The records shall contain a copy of all inspection reports commencing with the last annual inspection, a description of all maintenance performed, and a description of any mechanical or structural failures or operational breakdowns and the types of actions taken to rectify these conditions.

**NOTE:** This Guideline is meant to assist in the guidance provided for in 40 O.S. § 460, *et seq.*, OAC 380:55 and applicable ASTM standards and all administrative guidelines and is not an exhaustive document.

If you have any questions, don't hesitate to contact me at 405-521-6100/888-269-5353 or at [james.williams@labor.ok.gov](mailto:james.williams@labor.ok.gov)

Sincerely,

A handwritten signature in black ink that reads "Jim Williams". The signature is written in a cursive, slightly slanted style.

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