



DEPARTMENT OF BUILDINGS
EXECUTIVE OFFICES
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OPERATIONS ✓
POLICY AND PROCEDURE NOTICE # 3/93

TO: Distribution
FROM: Jacob Grill *js*
DATE: March 1, 1993
SUBJECT: Certificate of Competency for Amusement Ride Operators

Purpose:

To establish written procedures regarding the issuance of a Certificate of Competence for Amusement Ride Operators.

Reference: - Building Code: 27-1005
Referenced Standard: RS18-10, Section 3.11

Definition:

Owner - A person having legal title or any other person who has legal ownership or control of the amusement device. (See RS 18-10, 3.12 and 3.12.1)

Operator - A person 18 years of age or older hired by the owner or manager to run the amusement device. (See R.S 18-10, 3.11)

Specifics:

The following procedure for the issuance of a Certificate of Competence to the owner, a manager or an operator of a permanent or temporary ride shall be adhered to for every amusement ride requiring an inspection by the Department of Buildings. Owners may obtain certificates upon a field test by Department personnel (see Section I). Operators may obtain certificates through the attestation of the owner who holds a Certificate of Competence (see Section II). The certificate shall be valid for one year from date of issuance.

I. - Filing an Application for a Certificate of Competency.

- a. The owner or manager of an amusement ride shall call for an appointment to be tested in the field. A Department application (ELV-11) shall be submitted in duplicate in the field with a passport size photograph for a Certificate of Competence. No fee will be required.
- b. The applicant on form ELV-11 shall provide identification as to his/her age and home address. A birth certificate, baptismal certificate and/or drivers license will be acceptable identification.
- c. Each ride that the applicant will be operating must be identified and listed on the application ELV-11 for a "Certificate of Competence". Kiddie rides may be identified by simply stating "Kiddie Ride" on the application.
- d. The inspector shall only test an applicant on a ride which has been inspected by the Elevator Division of the Department of Buildings. Where rides are similar in operation only a test on a representative ride is required.
- e. The inspector shall examine the application for completeness and shall sign-off both copies if the applicant demonstrates his competence in operating the equipment. One signed-off copy shall be issued to the applicant and one copy is to be returned to the Elevator Division Area Chief who will issue a competency number. A copy will be sent to the applicant.

II. - Obtaining a Certificate of Competence for Amusement Ride Operators.

- a. The owner or manager of amusement equipment is responsible for training individuals 18 years or older who operate such equipment. The owner or manager of the equipment who has a Certificate of Competency issued pursuant to Section I of this PPN may submit in person or by mail an application ELV-11 in duplicate with a passport size photo for a Certificate of Competency" on behalf of the individual. The owner or manager

shall attest to the competency of the individual to operate the equipment based on his/her training of the individual and to the age of the applicant. A Certificate of Competency will then be issued by the Elevator Division to the qualified operator based upon this attestation (and only if the ride has been inspected).

III. - Renewal Certificate of Competence.

- a. Certificates of Competence for owners, managers and operators shall be renewed every year at the New York City Department of Buildings, either in person or by mail at the Elevator Division, 60 Hudson Street - New York City 10013 by the person holding the certificate on a form prescribed by the Commissioner. The owners, managers or operators may not operate a particular ride unless it has a current inspection tag.

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