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Documentation requirements for annual inspections

A query has been raised by an IB about what device documentation is required to be available to inspectors carrying out annual inspections. The committee feels this is a valuable opportunity to remind both IBs and ride controllers of what the requirements are as detailed in HSG 175.

It is NAFLIC's view that a full, complete and detailed record of all annual inspection reports should be completed and fully detailed and available to the inspection body undertaking an annual inspection of a device, as per the following references in HSG 175:

Page 29, para 139, bullet 3

Before starting work, the inspection bodies involved in the inspection should: check the operations manual to review the service history, identify the safety critical components and any recommended inspection methods listed.

Page 31, para 151

The controller should keep reports of in-service annual inspection for at least 10 years (indefinitely if possible) to provide a history of the device.

Page 66, Appendix 3, para 1, bullets 3

Registered inspection bodies may need access to design review information and previous in-service inspections.

Therefore, so an IB is able to undertake an inspection correctly, they are required to review the service history of a device and by default any previous reports, so these need to be available. When approaching a device for the first time they may also need pre-use inspection reports or the DMRA and should make reference to the full pre-use annual inspection reports.

The committee would also refer interested parties to NAFLIC's Advice for Inspection document, Chapter 2 'Documentation procedures.'