

Dear Amusement Ride Owner,

Please ensure you and/or your inspectors are using the Department's online system to submit itineraries and inspections to ensure timely and accurate compliance. The online system can be found at <http://pda.state.pa.us/amusementrides/Default.aspx>. Contact us for login information or assistance.

Itineraries:

Your first Itinerary Report must identify what months you will be operating; this ensures that the bureau accurately captures your operating information and sets the inspection requirements for the year. Subsequent Itinerary Reports are required each time a piece of equipment is rented or opened to the public and are required to be submitted to the bureau **15 days prior** to the date of the event (by law). If an Itinerary Report cannot be submitted 15 days prior to the event then it must be submitted electronically as well as notifying the bureau as to the circumstances for the late submission. The bureau requests that Itinerary Reports be submitted on-line whenever possible.

If you are unable to complete the Itinerary Report on-line, you can fax, email or mail it to the department. This form can be found by clicking on this link (this form is also attached to this email).

<http://www.agriculture.pa.gov/Protect/RideMeasurement/amusement%20rides/Documents/Amusement%20Itinerary%20Report%20-%202014.pdf>

If an event is cancelled you must delete the itinerary from the website. If you are unable to do so, you should contact the Bureau for assistance.

Insurance:

Certificates of Insurance must come from your insurance company to the bureau. We cannot accept it from you (the insured). ***The Commonwealth of PA, Bureau of Ride and Measurement Standards*** must be listed as a certificate holder on the insurance certificate. The certificate must also list all rides/attractions that are covered under the policy. It is your responsibility to ensure the bureau receives the Certificate of Insurance. Failure to have a current Certificate of Insurance on file may result in your ability to operate being interrupted.

Inspection Affidavit:

An Inspection Affidavit is required to be submitted online for each ride by a PA certified inspector within **48 hours** of the inspection. For **private** parties at private residences, you are required to send in a monthly Inspection Affidavit for every piece of equipment. If you rent to a public event (school, community fairs, park etc.) then you must send in an Inspection Affidavit **every** time that equipment is set up. If your company does not employ a PA inspector then you must hire a General Inspector to do your inspections.



Questions please call 717-787-2291 or email RA-amusementrides@pa.gov and for additional information about amusement rides and attractions, testing, itinerary requirements or to download forms, please visit the <http://www.agriculture.pa.gov/Protect/RideMeasurement> web pages.