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Preparing for Your Challenge Course Inspection



This document is intended to aid you in preparing for your upcoming challenge course inspection. If you have any questions, don't hesitate to contact us and we can help you to ensure you are ready for the inspection.

Details of Inspection

This section consists outlines what to expect for the inspection. Basically, an inspection consists of 3 parts: Inspecting the course, inspecting the equipment, and inspecting the documentation.

SCHEDULE



- The inspector(s) will confirm a start time with you before arrival
- It will be necessary to have the point person meet the inspector at the start of the day, but it is not typically necessary to have one of your staff members accompany the inspector(s) throughout the day, but someone should be on site or in the general area during the inspection.

ACCESS



- Equipment including employee, guest and general course/tour equipment should be accessible
- Equipment should be clean, easy to access, and well organized. As much as is practical components should be disconnected if this allows better access to fully inspect them (ex. Lanyards separated from harnesses).
- All course elements should be accessible. Ladders, on-site transportation, etc. should be provided as needed.
- Systems or products should be in place to restrict access for unauthorized users when course is not in use, and keys for any locks should be available for the inspector(s).

COMMUNICATION



- Designate a point person to communicate with during the inspection. Provide the inspector(s) a name, cell phone and e-mail of that person.
- A radio or other means of communication should be provided for the inspector(s) to communicate with your staff when on the course (for courses where this may be necessary due to poor cellular signal).

WRAP UP



- At the end of the inspection, Inspector will review the findings with you. It is best for this to take place onsite the day of the inspection.
- Where required repairs are needed, documentation shall be provided prior to leaving site. Ensure you take the time to understand the steps, and materials needed to bring the element or component back into compliance.

Paperwork / Documentation

This section consists of documents that are required for all courses including zip line and canopy tours, high ropes courses and adventure parks. Some items may not apply to your type of course construction. If any of these are in digital form they do not need to be printed to be shown to the inspector, but the inspector should have access to these items on the day of the inspection. Any item with an * only needs to be shown at the first inspection, or in the case of any new items installed since last inspection.

STRUCTURES



- Engineering documentation for your course*
- Engineering and/or strength test report for anchors (may be included in commissioning document) *
- Commissioning document for course if built after November 2012*
- Mill Test sheets for hardware (includes cables and swages)*
- Commissioning documents for any major modifications to the course if built after November 2012*

TREES / POLES



- Arborist report dated within the last 12 months for all high element or life supporting structures (if course is installed in trees)
- Deadfall (limbs or trees) should be pruned or removed, and debris removed from under and around elements and trails.
- Poles older than 15 years shall have had a below grade inspection by qualified party.

EQUIPMENT



- Rope Logs – documentation of rope use
- Equipment log – Should include date manufactured, date put into service, and any necessary notes
- Maintenance and Retirement Log- any repairs to equipment or materials removed from service

PROCEDURES



MANUAL

- A manual describing course procedures*
- A manual describing local operating procedures (may be the same as previous document) *
- Rescue Procedures
- Incident/Accident Policy & Forms
- Work at Height Plan

OPERATIONS



- Operational inspection documentation within the past 5 years*
- Emergency action plan document*
- Daily course opening documentation*
- Health History Form
- Liability Waiver / Release

STAFF TRAINING



- Documentation of Staff Training
- Qualifications for Trainer
- Training Outline
- Written Test

MAINTENANCE



- Minor Modifications Log
- Major Modifications Log
- Commissioning Reports & Testing for Major Modifications

INSPECTIONS



- Previous year's inspection report if provided by another vendor
- Monthly internal inspection (or at whatever frequency has been recommended by the manufacturer).
- Any specialized inspections conducted (ex. arborist reports, weld inspections, proof testing reports, etc.)