



# **Operating an Amusement Device in Ontario**

**[www.tssa.org](http://www.tssa.org)**



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## LEGISLATION AS IT APPLIES TO AMUSEMENT DEVICES

The [Technical Standards & Safety Act, 2000](#) (the “Act”) is a legal document issued by the Government of Ontario that appoints TSSA as the “corporation without share capital” responsible for regulation of **amusement devices**, boiler and pressure vessels, elevating devices, funnels, operating engineers and upholstered or stuffed articles.

Multiple regulations (laws) are defined under the Act, and are specific to each of the above technical areas. [Ontario Regulation 221/01](#) pertains specifically to amusement devices. For more detailed information on the steps defined below, you can refer to the corresponding section of the regulation; which can be downloaded in the amusement devices section (Safety Legislation & Regulatory Information) at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

Below is an overview of the steps required to operate an amusement device in accordance with the laws in Ontario.

### STEPS REQUIRED TO OPERATE AN AMUSEMENT DEVICE

#### Step 1: Obtain an Operating License

(Section 5, O. Reg. 221/01)

Your first step is to download the form titled “[Application for an Ontario Licence to carry on the business of operating Amusement Devices](#)”. This form can be downloaded from the amusement devices section (Applications, Forms & Fees) at [www.tssa.org](http://www.tssa.org).

You need only one operating licence to operate all of your rides but each device (ride) requires its own permit. The permit process will be addressed in the next steps. You must have a valid operating license in order to obtain a device permit, so start the operating license application process right away.

#### *Applicants*

Must provide the following information;

- Proof of an insurance liability policy in the amount of \$2,000,000.00 in the form of an original certificate of insurance from the insurance company.
- Must be a mechanic with a valid Amusement Devices Mechanic (ADM) certificate; or you must employ a mechanic with a valid ADM certificate who is capable of erecting and maintaining each amusement device that you operate, and submit the list of mechanic names and certificate numbers. Detailed information on the certification and training of amusement device mechanics including the types of mechanic certifications available (ADM-AR, ADM-GK, ADM-WS, ADM-B, ADM-I etc) is provided in [Ontario Regulation 187/03 Certification and Training of Amusement Device Mechanics](#), which can be downloaded in the amusement devices section (Safety Legislation & Regulatory Information) at [www.tssa.org](http://www.tssa.org)
- If a maintaining contractor/independent mechanic is the designated mechanic(s), a signed copy of the contract agreement must be submitted as proof of services retained.
- Must be or employ a person who has full knowledge of the Act and Regulations, designated as the person in charge of operation and maintenance of each amusement device that you operate.
- Must provide an [Operating Schedule](#). A license will not be issued until TSSA is in receipt of the required operating schedule in the approved electronic Excel format. The Excel form is available



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for download above. Paper versions or modified electronic versions will not be accepted. Completed electronic files shall be email to [adoperatingschedules@tssa.org](mailto:adoperatingschedules@tssa.org).

- Where an operating schedule is incomplete the submitter is required over the course of the season to update their operating schedule accordingly through the designated email address.
- Applications received for licenses without Operating Schedules will receive written notification of the requirement, and the application will be placed on hold.

Once you have completed this process and paid the license fee, a license will be sent to you.

### **License Fees & Renewal Period**

A license is subject to an initial fee, and a fee upon renewal. Please refer to our [fee schedule](#), along with the required pre-requisites.

Your operating license will expire on March 31 of every calendar, except if you operate inflatable or zip line devices only, then your operating license will expire May 31 of every calendar year – at the same time permit(s) for these devices will also expire on May 31.

Payment may be made by cheque or VISA/MasterCard. You will be sent a renewal invoice approximately two months prior to the expiry date.

### **Step 2: Technical Dossiers**

*(Section 8 & 9, O. Reg. 221/01)*

In order to obtain a permit for a device, a technical dossier must be submitted to the TSSA for review. A technical dossier is a collection of documents relevant to the amusement device and it will include at a minimum:

- One "[Application for filing of a technical dossier](#)" (3 pages)
- One of the following specification sheets: [Amusement Devices, Waterslide, Inflatable Devices, Go Karts & Tracks, or Zip Lines](#).
- A package of all the required documents to describe the rides function, operation and maintenance including but not limited to:
  - site layout;
  - hydraulic, pneumatic, electrical drawings;
  - set up and dismantling instructions;
  - operations manual; maintenance manual; and
  - field test report, etc.

See Section 9(2) of 221/01 for a more detailed list.

The seal and signature of a professional engineer licensed in the province of Ontario is required on the transmittal where all the documents contained in the dossier must be listed. The transmittal can be found on page 3 of the application.

If you require the contact information of a professional engineer who has full knowledge of the TSSA Act and Ontario Regulations, please contact TSSA's Elevating and Amusement Devices engineering department.



### ***Electronic Submissions***

In order to submit an electronic dossier, all the documents that form part of the package must be readily viewable in adobe acrobat reader or a standard office program. Adobe acrobat reader (\*.pdf) is a preferred format for drawing submission. Document packages with large file sizes may be submitted using a shared drive (Dropbox, Google Drive, and etc.).

Completed electronic submissions or invitation for shared drives shall be submitted to the TSSA by email to: [ADdesignSubmittal@tssa.org](mailto:ADdesignSubmittal@tssa.org).

### ***Piggyback Submissions***

If the ride is identical in all aspects to a ride that has been already filed with TSSA, it may be possible to file a new technical dossier as a piggyback on another, provided the device meets or exceeds the requirements of the code referred to in the code adoption document. See 9(3) of O. Reg. 221/01.

To file a piggyback dossier, you need to know another Licensee who has the same ride as you and is willing to share their dossier with you. TSSA does not provide lists of owners and their filed devices. Structurally unique devices such as zip lines, go kart tracks, or waterslides generally cannot be filed as piggybacks.

### ***Type Certification***

If a valid type certification exists for the device, the licensee can submit an application for filing of a technical dossier, referring to the type certification number. Processing of the application will be subject to an administrative fee for the permit application and issuing of the inspection package. For more information on type certifications refer to the section of this document titled 'Type Certification of an Amusement Device in Ontario'.

### **Step 3: TSSA Design Review**

Once you have submitted the technical dossier, it will be assigned a job number and the submission will be placed in queue in the order it was received.

TSSA engineering staff will review the dossier in conjunction with the submitting engineer's statements to confirm that all requirements of the regulations, the code and adopted standards have been met. If the device operator has a valid operating license (see step 1), the technical dossier can then be "filed", and an "AD" number can be assigned to the device. This number is unique to the amusement device and will not change. Further correspondence and references to this device should reference the AD number or the original job number.

The length of time for each review will depend upon the complexity of the ride and the quality and completeness of the information provided in the technical dossier. Reviews are billed at an hourly rate and you will be invoiced for the final amount. The hourly fee for the review can be found in the [fee schedule](#).

When the dossier is filed, you will receive a copy of the filed dossier stamped by the TSSA engineer who reviewed it.



### **Priority Service**

Priority service will be accommodated if documentation is complete and processing queue allows for an expedited review of the dossier package. Priority service moves your submission to the front of the queue and the review is charged at a premium rate. Expedited registrations are not guaranteed and the associated premium fees charged are non-refundable where the submitter has not provided all necessary documentation to complete the review in a timely manner. Refer to the [fee schedule](#) for rates.

### **Step 4: Inspection**

*(Section 16, O. Reg. 221/01)*

Once a field dossier is received and the permit fee is paid, you may then call your local inspector to set up the date and location for the device inspection. [Inspector contact numbers](#) can be found at [www.tssa.org](http://www.tssa.org)>Amusement Devices>Inspection Services> Inspector Directory. Please note, your technical dossier must have a 'filed' status, and the inspector must have received a copy of the technical dossier before the inspection can be booked.

The fee for the initial inspection can be found in the [fee schedule](#). The length of time the Inspector must spend will depend upon the complexity of the ride.

### **Step 5: Device Permit and Metal Plate**

*(Section 6, O. Reg. 221/01)*

The TSSA Inspector will issue a permit once the inspection is completed and he/she has confirmed that the ride:

- is in safe operating condition;
- is physically in accordance with the filed technical dossier;
- is in conformity with the Regulation, and that the Licence to Operate an Amusement Device is current and valid.

The permit must be kept in the vicinity of the amusement device to which it relates.

The Inspector will also issue a metal device plate, marked with the unique AD number. The plate must be permanently attached to your amusement device. There is no fee for this plate.

### **Permit Fees & Renewal Period:**

All "amusement device" permits expire on **March 31<sup>st</sup>** of every calendar year, except if you are an operator of inflatable or zip line devices only, in which case the inflatable permits will expire on **May 31<sup>st</sup>** of every calendar (Device permits are linked to Operating Licences).

The renewal fee is the same amount as the initial permit fee.

An annual renewal invoice for your amusement device permit will be mailed approximately 2 months prior to the actual date for renewal. The permit will be renewed upon receipt of the renewal fee payment and any outstanding charges incurred throughout the year, provided your Operating License is valid and the device passes an annual inspection.



## CHANGE OF OWNERSHIP FOR A DEVICE WITH A PERMIT

Ownership of a ride currently filed in Ontario, can be **transferred** by adherence to the mandatory steps detailed below.

The New Owner shall:

1. Obtain a current/valid Licence to carry on the business of operating an Amusement Device, O. Reg. 221/01, s. 5;
2. Submit a completed [Declaration of Amusement Device Change of Ownership Form](#)
3. Provide proof of the purchase transaction (i.e. legal bill of sale, etc.).
4. Pay the Amusement Device Permit Fee, as outlined in the Fee Schedule.

## TYPE CERTIFICATION OF AN AMUSEMENT DEVICE IN ONTARIO

### What is a type certification?

Per the amusement devices regulation O. Reg 221/01, “*type certification*” means a certification, granted by the director to a manufacturer after reviewing a technical dossier, that applies to all devices of the same design and manufacture with regard to structural, mechanical, electrical, electronic, programmable electronic, pneumatic, hydraulic, control feature, restraint and other protective features;

The type certification would apply to a ride design and thus, to a set of serial numbers. In contrast to a dossier, type certification can be used by multiple licensees.

### What is the benefit of type certification?

Type certification speeds up the process of obtaining a permit for a device because the engineering review is completed only once; during the type certification process. Licensees who purchase the device are spared the expense of having a dossier created by an Ontario Professional Engineer as well as the hourly TSSA engineering review. Dossiers with type certification must go through an administrative process, but the time between the application for a permit and the initial inspection is significantly reduced.

### What would change in the permit process of a type certified ride vs. a ride that does not have a type certification?

The Licensee will still require a license and all requirements outlined in that process including liability insurance and a licensed mechanic on staff.

When it is time to obtain a permit for a new device (i.e. submission of a technical dossier), a *type certified* device does not require a new dossier to be submitted to TSSA for a technical review by engineering.

Instead:

1. The licensee shall submit an application for filing of a technical dossier, referring to the type certification number.
2. Processing of the application will be subject to an administrative fee for processing of the permit application and issuing of the inspection package.



**Can type certifications expire?**

Yes, a type certification for an amusement device expires on the occurrence of the first of the following:

1. A significant safety issue is identified in relation to an amusement device covered by the certification.
2. The standards and requirements for the amusement device are amended in a way that materially affects the safety of the device.
3. Five years have elapsed since the filing of the type certification.

**Can I submit a type certification for my ride even though I am not the manufacturer?**

No, type certifications can only be obtained by the ride manufacturer.

**How do I find out if a ride has a type certification?**

Contact TSSA Customer Service at 1-877-682-TSSA (8772) or [customerservices@tssa.org](mailto:customerservices@tssa.org).

**TSSA AMUSEMENT DEVICES - CONTACT NAMES AND NUMBERS**

If you require any further information or have any questions, please contact a Customer Service Advisor at 1-877-682-TSSA (8772) or [customerservices@tssa.org](mailto:customerservices@tssa.org)