

NOTIFICATION OF CHANGE OF QUALIFIED PERSON OF AMUSEMENT RIDE
[Sections 40, 41, 42, 43, 44, 45 of the Amusement Rides Safety Act (Chapter 6A)]

Commissioner of Amusement Rides Safety
 Building & Construction Authority
 52 Jurong Gateway Road, #11-01
 Singapore 608550
 Website: <http://www.bca.gov.sg/>

INSTRUCTIONS

- (1) One copy of this form is to be submitted.
- (2) If an item is not applicable it is to be indicated as "N/A".
- (3) * Delete accordingly.
- (4) Please tick (✓) in the appropriate boxes.

SECTION A (To be completed by applicant or holder of permit)

- (1) I/We hereby notify the Commissioner of the vacating of appointment by the following qualified person for the amusement ride:

Amusement Ride No.	Name of amusement ride
Date of qualified person's vacating of appointment	Name of qualified person / PE Reg. No.

- (2) Status of amusement ride at the point of vacating appointment:

<input type="checkbox"/> Before issue of installation permit	<input type="checkbox"/> Before issue of modification permit
<input type="checkbox"/> During installation works	<input type="checkbox"/> During modification works
<input type="checkbox"/> Before inspection or certification of amusement ride upon completion of its installation	<input type="checkbox"/> Before inspection or certification of amusement ride upon completion of its modification

- (3) The scheduled dates of installation / modification of the amusement ride are revised as follows:

(a) Commencement of the *installation / modification: _____

(b) Completion of the *installation / modification: _____

- (4) Paragraph 4 of Section A is to be filled in only after the substitute qualified person has been appointed (please refer to explanatory notes (2) and (3)).

I/We hereby appoint the following substitute qualified person in replacement:

Name: _____

PE Reg. No.: _____

Details of <u>*Company / Individual</u> : Name, Address and UEN of Company (where applicable)	Name, Designation & Signature of Applicant / Holder of Permit#
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Office No.:	Email:	NRIC No./ Passport No.:	Date:
Mobile No.:			
Fax No.:			

If applicant/holder of permit is a corporate body, a company's resolution stating the name and designation and authorising the signatory to sign on behalf of the company as applicant/holder of permit is to be submitted with this form.

SECTION B (To be completed by qualified person vacating appointment)

(1) I hereby notify the Commissioner on the vacating of my appointment as qualified person for the amusement ride:

Amusement Ride No.	Name of amusement ride
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(2) My date of vacating of appointment is: _____.

(3) Status of amusement ride at the point of vacating appointment:

<input type="checkbox"/> Before issue of installation permit	<input type="checkbox"/> Before issue of modification permit
<input type="checkbox"/> During installation works	<input type="checkbox"/> During modification works
<input type="checkbox"/> Before inspection or certification of amusement ride upon completion of its installation	<input type="checkbox"/> Before inspection or certification of amusement ride upon completion of its modification

(4) The following documents are attached and submitted with this notification:

S/No	Document	Remarks
(a)	Summary report of all the duties and tasks which have been carried out by me or under my supervision pursuant to my appointment	
(b)	Certificate of the supervision mentioned in (a)	
(c)	Any other documents (to list)	

Company, UEN and Address of Qualified Person

Name, Signature and Rubber Stamp of Qualified Person

Office No.:

Email:

PE Reg. No.:

Date:

Mobile No.:

Fax No.:

SECTION C (To be completed by substitute qualified person appointed by applicant or holder of permit as indicated in Section A paragraph 4)

(1) I confirm that I have been appointed as the qualified person indicated in Section A paragraph 4 of this form, for the amusement ride:

Amusement Ride No.	Name of amusement ride
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(2) My date of assuming appointment as qualified person is: _____.

(3) I hereby declare that the particulars required for this application and as stated in these forms are correct.

(4) Paragraph 4 of Section C is only applicable if the previous qualified person vacated appointment before issue of installation permit or modification permit:

I have read explanatory note (5) and shall submit the Application for an Amusement Ride *Installation / Modification Permit form after my review is completed and Certificate of Design and Specifications Conformity is issued.

Company, UEN and Address of Substitute Qualified Person

Name, Signature and Rubber Stamp of Substitute Qualified Person

Office No.:
Mobile No.:
Fax No.:

Email:

PE Reg. No.:

Date:

EXPLANATORY NOTES

- (1) This form is to be filled up by:
 - (i) applicant for the permit or the holder of the permit (Section A);
 - (ii) qualified person vacating the appointment (Section B); and
 - (iii) substitute qualified person replacing the qualified person vacating the appointment (Section C).

Each party may fill up the form separately and submit it to the Commissioner separately.
- (2) Section A and B of this form shall be filled up, and submitted within 14 days after the qualified person's vacating of the appointment, in order to notify the Commissioner of the vacating of the appointment. If the substitute qualified person has not been appointed within the 14 day period, **Section A paragraph 4** can be left blank until the substitute qualified person has been appointed (refer to explanatory note (3)).
- (3) The applicant for the permit or the permit holder shall appoint another qualified person (substitute qualified person) within such time as may be allowed by the Commissioner and notify the Commissioner within 7 days of the substitute appointment by filling up and submitting Section A (**including paragraph 4**) of this form. If the applicant for the permit or the permit holder has previously submitted the notification mentioned in explanatory note (2) without filling in Section A paragraph 4, he would need to re-fill in Section A (including paragraph 4) and re-submit this form again.
- (4) Submission is to be done via one of the following means:
 - (i) Email a scanned copy of the form to BCA_AMUSEMENT_RIDES@bca.gov.sg;
 - (ii) Fax to (65) 6334 4031, followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg; or
 - (iii) Hardcopy submission by hand or by post. If by post, to be followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg.
- (5) If the qualified person vacates his appointment before issue of installation permit or modification permit, the substitute qualified person shall review the design and specifications and the proposed installation / modification method and programme of the amusement ride to be installed / modified, and issue a certificate of conformance of design or certificate of conformance of modification. The substitute qualified person shall fill up and submit the Application for An Amusement Ride Installation / Modification Permit form after his review is completed and certificate is issued.
- (6) If the qualified person vacates appointment during installation or modification works, the holder of installation / modification permit shall ensure that the installation / modification works are ceased until all of the following have been done:-
 - (i) the Commissioner is notified of the vacating of appointment,
 - (ii) the substitute qualified person is appointed, and
 - (iii) the Commissioner is notified of the substitute appointment.
- (7) There are no fees associated with the notification of change of qualified person of amusement ride.
- (8) The following related guideline is available on the BCA website:
 - (i) Permit Application Guide for Amusement Rides in Singapore