

INCIDENT/MALFUNCTION SUBMITTAL INSTRUCTIONS

CONVEYANCE OWNERS/OPERATORS

Recreational conveyance operators are required to report incidents or malfunctions that occur where there is any risk to the public.

Notify State Parks, and Inspector as soon as practical but no later than 24 hours after incident. Complete Malfunction & Incident form following the incident and forward to State Parks and Inspector within seven days. If on USFS land, also comply with USFS requirements.

The report assists evaluating incidents to determine modifications needed to equipment or procedures to adequately protect the public and employees.

Incidents to Report:

- Relate to or involve equipment failures or malfunctions during public operation.
- Relate to or involve equipment failures or malfunctions that may have damaged or compromised the design integrity of the ropeway.
- Relate to or involve operator procedures or error.
- Relate to skier/user behavior or error if the incident directly involved lift equipment AND the incident resulted in a personal injury.
- Examples:
 - Drive, motor, gear box malfunction
 - Safety system bypass function
 - Brake malfunction
 - Haul rope damage
 - Grip and/or carrier damage
 - Cable deropement during operation
 - APU or EPU evacuation
 - Rope evacuation

Be as complete as possible to convey the cause and effect of the incident and if there were any injuries. If injuries resulted, please give information on injury type, include age if a minor. Include operator statements, when appropriate, seek witness (credible) statements. With equipment failures or malfunctions, include pictures of the failed or malfunctioning equipment. If possible, take the pictures prior to any remedial action. If more space is needed attach more pages.

Please contact Nata Hurst, Ski Lift Inspection Program Administrator, with form or procedure questions. Nata.hurst@parks.wa.gov or (360) 902-8638.

MALFUNCTION & INCIDENT REPORT FORM

The following information is submitted regarding malfunction and/or other incident which occurred on a recreational conveyance area of operation where the public either was or could have been in jeopardy. **Submit reports for incidents, regardless of cause, resulting in personal injury.** E-mail submittal preferred.

Send reports to:

**Nata Hurst, Ski Lift Inspection Program Administrator
Washington State Parks and Recreation Commission
PO Box 42650, Olympia, Washington 98504-2650**

FAX: (360) 586-0207

e-mail: nata.hurst@parks.wa.gov

Recreational Conveyance Area			
Lift Involved			
Date and Time			
Brief Description of Incident			
# of Injured Parties			
Minors involved? Please give age(s)			
Remedial Action By Owner			
Other Action			
Submitted By			
Title		Date	

NOTE: Attach additional pages and photos as needed for completeness of information.

cc: Ski File
Inspector
USFS