

# Application to join the LEAPS Directory of Inspection Bodies



## Part 1 – Organisation Information

Please detail the address from which inspection activities will be managed / controlled.

Trading Title

Company Name (if different from above)

Address

Website

Phone Number

Email Address

Business Type

Please select what business type you are from the drop-down menu.

Business Type		Company Registration Number	
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Inspection Body Independence Type

What independence type is your business? (BSEN ISO/IEC 17020:2012 Annex A refers)

Independence Type	
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## Part 2 – Responsible Person

Please provide us with the name of the person who is responsible for LEAPS matters. This is the person we will address **all** correspondence to.

Title

First Name

Surname

Telephone Number

Mobile Number

Email Address

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

# Application to join the LEAPS Directory of Inspection Bodies



## Part 3 – Management Responsibility

If relevant, please provide us with the name of your Technical Manager(s) (or equivalent) and Quality Manager (or equivalent)

Please refer to BSEN ISO/IEC 17020:2012 Clauses 5.2.5 and 8.2.3 for further information.

Technical Manager(s) (or equivalent)

Quality Manager(s) (or equivalent)

**Extension to scope** (select yes if changes have been made to current technical scope)

*The Technical Scope of an IB can be just one or multiple disciplines. Only complete the relevant parts for the scope that you are applying for. Please refer to Annex 2 for the Inspector Classifications.*

## Part 4 – Inspector Classifications A-G

Only complete this section if you are applying to carry out HSG 175 inspections

### Pre-use inspections

	Design Review	Assessment of Conformity to Design	Initial Test
<b>Structural</b>			
<b>Mechanical</b>			
<b>Hydraulic</b>			
<b>Pneumatic</b>			
<b>Electrical</b>			
<b>Control Systems</b>			
<b>Machine Dynamics</b>			
<b>Civil</b>			

### In-Service annual inspection

Mechanical / structural integrity	Electrical Safety	Functional Test

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
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## Non-Destructive Testing (NDT)

Visual Testing	Eddy Current Testing	Radiographic Testing	Ultrasonic Testing	Penetrant Testing	Magnetic Testing	Other (please state)

For subcontracted personnel please select SC. If the IB does not perform work in a particular category select N/A

## Part 5 – Inspector Classifications H-I

Only complete this section if you carry out inspections as per BS EN 15567

Inaugural	
Periodical	

## Part 6 – Inspector Classifications J-K

Only complete this section if you carry out inspections as per BS EN 1176

Indoor Play	
Outdoor Play	

## Part 7 – Inspector Classifications L-M

Only complete this section if you carry out inspections as per BS EN 23659

Post-Installation	
Comprehensive	

RP = Registered Personnel, SC = Subcontracted

If the IB does not perform work in a particular category, select N/A

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

# Application to join the LEAPS Directory of Inspection Bodies



## Part 8 – Your Inspectors

**If an inspector is multi-disciplined, please select multiple classifications on separate lines**

All personnel who carry out work as an inspector for your organisation must be listed here. Your personnel can either be employed by your organisation or formally contracted to carry out inspection work under your quality management system.

This form is to be completed in accordance with the LEAP Scheme Operating Procedures. Any inspector added will have to conform with the LEAPS SOPs. Please refer to of BSEN ISO/IEC 17020 for further details on the development and recording of competencies.

Title	First Name	Surname	Inspector Classification (A-M or T)	Employed or Contracted

Continue in Annex 1 if required

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

# Application to join the LEAPS Directory of Inspection Bodies



## Part 9 – Sub-Contractors

Please refer to BS EN ISO 17020 for further details on the requirements for sub-contracting.

All subcontractors that do not work under your Quality Management System but are a part of your inspection are to be listed here.

You should only add subcontractors to this area of the form if you have assessed the subcontractor as being competent to carry out the work and that you hold acceptable evidence of their competence that can be validated during LEAPS assurance activities. This section of the form provides us with details about subcontractors.

### Organisation Name


## Part 10 – Payment and Fees

Please note the registration fee is applicable in all cases.

The annual registration fee is £220 which includes the first inspector, and £55 per additional inspector. All fees below are subject to VAT and are non-refundable.

Item Description	Price	Quantity	Subtotal
Annual registration fee (includes 1 inspector)	£220.00	1	£220.00

Item Description	Price	Quantity	Subtotal
Additional inspector(s) fee	£55.00		

**Net total:**  
**+ VAT @ 20%**

**Total:**

Payment may be made by BACS using the following details:

**Sort code:** 20-15-96  
**Account No:** 13188531

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

# Application to join the LEAPS Directory of Inspection Bodies



## Part 11 - Declaration

By completing and submitting this information, you are confirming that:

1. The information you are supplying is correct to the best of your knowledge and belief.
2. You agree to and will comply with the LEAPS SOPs.

Signed:	
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I am duly authorised to sign this declaration:

Name:	
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For or on behalf of:	
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Position:	
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Date:	
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## Part 12 – LEAPS Directory of Inspection Bodies (DIB)

- LEAPS will add your details to the LEAPS website under the DIB, this will identify your name, address, phone number, email and categories for which you are listed as being competent to inspect. If you do not want the full details of your address to be available through these services, please tick the box.

## Part 13 – Submission Checklist

Please ensure you include the following with your completed application form.

### Existing applicants

- The correct application fee (see part 10)

**New applicants** – as above, plus for each inspector:

- An up-to-date CV detailing their career history, education and training

- Copies of all academic / technical qualifications

Please email your completed application form with all relevant supporting documentation in Part 13 to [enquiries@leapscheme.com](mailto:enquiries@leapscheme.com)

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

**Application to join the LEAPS  
Directory of Inspection Bodies**



**Annex 1 – Inspectors (cont.)**

Title	First Name	Surname	Inspector Classification (A-M or T)	Employed or Contracted

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

## Annex 2 – Inspector Classifications INSPECTOR

### CLASS A

The Inspector must hold one of the qualifications listed below or as an alternative or as well as be recognised as a Chartered Engineer by a relevant engineering institution. This engineer must have been working as an Inspector within an engineering industry for a minimum of five years of which at least one year is spent inspecting amusement devices.

- A Master's degree or engineering Doctorate accredited by a Licensee or appropriate further learning to master's level.
- An accredited bachelor's degree with honours in engineering or technology.
- An accredited integrated M Eng degree.
- An accredited bachelor's degree with honours in engineering or technology started before September 1999.
- Equivalent qualifications or apprenticeships accredited or approved by a Licensee, or at an equivalent level in a relevant national or international qualifications framework.

### INSPECTOR CLASS B

This class of Inspector must hold one of the qualifications listed below or as an alternative or as well as be recognised as an Incorporated Engineer by a relevant Engineering Institution. This engineer must have been working as an Inspector within an engineering industry for a minimum of three years of which at least one year is spent inspecting amusement devices.

- An accredited bachelor's or honours degree in engineering or technology.
- An accredited Higher National Certificate (HNC) or Higher National Diploma (HND) in engineering or technology started before September 1999.
- An HNC or HND started after September 1999 (but before September 2010 in the case of the HNC) or a Foundation Degree in engineering or technology, plus appropriate further learning to degree level.
- A National Vocational Qualification (NVQ) or Scottish Vocational Qualification (SVQ) at level 4 that has been approved by a Licensee, plus appropriate further learning to degree level.
- Equivalent qualifications or apprenticeships accredited or approved by a Licensee, or at an equivalent level in a relevant national or international qualifications framework.

### INSPECTOR CLASS C

This class of inspector must hold one of the qualifications listed below or as an alternative or as well as be recognised as an Engineering Technician by a relevant Engineering Institution. This engineer must have been working as an Inspector within an engineering industry for a minimum of three years of which at least one year is spent inspecting amusement devices.

- Successful completion of an apprenticeship or other work-based learning programme approved by a Licensee
- Hold a qualification, approved by a Licensee, in engineering at either
  - Level 3 (or above) in the Regulated Qualifications Framework or National Qualifications Framework for England and Northern Ireland
  - Level 6 (or above) in the Scottish Credit and Qualifications Framework
  - Level 3 (or above) in the Credit and Qualifications Framework for Wales
- Alongside appropriate working experience, holding equivalent qualifications or apprenticeship accredited or approved by a Licensee, or at an equivalent level in a relevant national or international qualifications framework.

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
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## INSPECTOR CLASS D

This class of inspector must hold one of the qualifications listed below or as an alternative or as well as be recognised as an Engineering Technician by a relevant Engineering Institution. This engineer must have been working as an Inspector within the leisure industry within an engineering discipline that is associated with the inspection of amusement devices for a minimum of one year.

- Successful completion of an apprenticeship or other work-based learning programme approved by a Licensee.
  - Hold a qualification, approved by a Licensee, in engineering at either
  - Level 3 (or above) in the Regulated Qualifications Framework or National Qualifications Framework for England and Northern Ireland
  - Level 6 (or above) in the Scottish Credit and Qualifications Framework
  - Level 3 (or above) in the Credit and Qualifications Framework for Wales.
- Alongside appropriate working experience, holding equivalent qualifications or apprenticeships accredited or approved by a Licensee, or at an equivalent level in a relevant national or international qualifications framework.

## INSPECTOR CLASS E

This class of Inspector must hold one of the qualifications listed below. This engineer does not require previous experience of inspecting within the leisure industry.

- Successful completion of an apprenticeship or other work-based learning programme approved by a Licensee.
- Hold a qualification, approved by a Licensee, in engineering at either
  - Level 3 (or above) in the Regulated Qualifications Framework or National Qualifications Framework for England and Northern Ireland
  - Level 6 (or above) in the Scottish Credit and Qualifications Framework
  - Level 3 (or above) in the Credit and Qualifications Framework for Wales.
- Alongside appropriate working experience, holding equivalent qualifications or apprenticeships accredited or approved by a Licensee, or at an equivalent level in a relevant national or international qualifications framework

## INSPECTOR CLASS F (BS EN 14960 - Inflatables)

Must be registered with PIPA or have successfully completed a training course held by PIPA to be able to complete this category of inspection.

## INSPECTOR CLASS G (NDT)

This class of Inspector is qualified to carry out Non-Destructive Testing (NDT) only and no other discipline of inspection.

## INSPECTOR CLASS H (BS EN 15567 – High/Low ropes)

An Inspector with the relevant qualifications, knowledge and experience to carry out Inaugural Inspections and Periodical Inspections.

Name	DIB Joining Form	Number	F002
Prepared	JW	Issue	1.5
Authorised	JR	Date	25/03/2025

# Application to join the LEAPS Directory of Inspection Bodies



## **INSPECTOR CLASS I (BS EN 15567 – High Low ropes)**

An Inspector with the relevant qualifications, knowledge and experience to carry out Periodical Inspections.

## **INSPECTOR CLASS J (BS EN 1176 - Outdoor Play Equipment)**

An Inspector with the relevant qualifications, knowledge and experience to carry out Inspections of outdoor play equipment.

## **INSPECTOR CLASS K (BS EN 1176 - Indoor Play Equipment)**

An Inspector with the relevant qualifications, knowledge and experience to carry out Inspections of indoor play equipment.

## **INSPECTOR CLASS L (BS EN 23659 – Trampoline Parks)**

An Inspector with the relevant qualifications, knowledge and experience to carry out Post-Installation Inspection and Comprehensive Inspections of trampoline parks.

## **INSPECTOR CLASS M (BS EN 23659 – Trampoline Parks)**

An Inspector with the relevant qualifications, knowledge and experience to carry out Comprehensive Inspections of trampoline parks.

## **INSPECTOR CLASS T (Trainee)**

This class of Inspector is a trainee who must be working under the IBs QMS. This person cannot work unsupervised.

### **Office Use Only**

Account Reference		Member ID	
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Name	DIB Joining Form	Number	F002
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