AMENDMENT 2

THIS IS A NON-MANDATORY RETURN AMENDMENT

Department of Military and Veterans Affairs
Division of Administrative Services
P.O. Box 5308
JBER, Alaska 99505

THIS IS NOT AN ORDER **DATE AMENDMENT ISSUED: March 30th, 2022**

RFQ TITLE: CDSP Challenge Course

RFQ CLOSING DATE AND TIME: Tuesday April 5th, 2022 at 2:00pm Alaska Time.

This Amendment serves to answer questions concerning RFQ 220000034, Counterdrug Support Program Challenge Course

Question 1: Do you have a copy of your last inspection report?
Answer 1: Yes. The report is attached.

SYNERGO PROFESSIONAL CHALLENGE COURSE INSPECTION

● 15995 SW 74th Avenue, Suite 200 Tigard, OR 97224 ● (503) 746-6646 ● www.teamsynergo.com ●

A WORD ABOUT YOUR COURSE INSPECTION

The following details the intent of this inspection and how to use the information found within this report. It is important to read through the contents thoroughly to better understand the context of the evaluation and recommendations contained herein.

This inspection looks at the following:

COURSE CONSTRUCTION/DESIGN

- Materials use
- Element construction
- Element attachment
- Course design
- Course and element history
- Proper tree/pole selection

CURRENT COURSE CONDITION

- Tree Health
- Ground area
- Material wear and tear
- Usability of elements
- Pole condition
- Equipment condition

OPERATIONAL DOCUMENTS AUDIT

This audit reviews policy & procedure manual as well as course operational documents looking to confirm the documentation and policies required by current Association for Challenge Course Technology (ACCT) operational standards are met. Additionally, Synergo recommends an enhanced list of documentation to further promote a culture of safety, reduce potential for incidents and provide thorough records of operations should an incident occur.

All of these course management documents ensure clarity and continuity of practices and are key to managing risks. Additionally, equipment use, storage, inspections, retirement, and cleaning should follow the protocols put forth by each specific equipment manufacturer. *It is the responsibility of the course owner / operator to understand and follow the manufacturer's guidelines for equipment use and care.*

INSPECTION DOCUMENTS AUDIT

This is an audit of the inspection records documenting the various levels of inspections required by standards.

Consistently thorough inspections allow potential issues to be recognized and corrected before they become an issue and increase the risk of course operation.

TRAINING DOCUMENTS AUDIT

This is an audit of training policies, testing, and ongoing supervision documentation.

Appropriate training is of utmost importance as part of a complete risk management program on a course. Staff should be trained in accordance with the operation standards put forth by the ACCT. The course needs to have competently trained people on site when ever elements are in use and accompanying training documentation on file. This training shall, at a minimum, be conducted by a competent person under the direction of a qualified person.

THIS INSPECTION DOES NOT EVALUATE:

- Facilitator/Guide implementation of operations
- Content nor quality of the policies, procedures and documents in the above mentioned audit sections
- Any repairs or changes done after the inspection
- Any damage after inspection date including but not limited to vandalism or environmental damage (i.e. wind, earthquakes, heavy rains, etc.)
- Internal integrity of trees or poles (have a licensed certified arborist or certified pole inspector perform an inspection about every five years)
- Weld integrity (a certified welding inspector should be consulted as needed)

A properly "engineered" or structurally sound challenge course or canopy/zip line tour does not necessarily mean that the design is appropriate for the participants or the program. The product may meet all of the rated strengths required by the standards but still be an inappropriate structure because few of these standards relate to the design or configuration of an element (as stated in the ACCT Challenge Course and Canopy/Zip Line Tour Standards).

The inspector follows the guidelines and standards put together by the ACCT and are in effect checking that your course meets those standards. This inspection is an evaluation of the course & equipment condition at the moment of inspection and does not guarantee the usability as use and environmental factors change those conditions after the inspection. Synergo and its employed do not assume any liability for any part of your course or any injuries occurring on or around the course. It is the responsibility of every course owner / operator to be fully insured to protect both themselves and their clients.

WHAT TO DO WITH THIS REPORT

The next page will show the overall evaluation of the primary aspects of this inspection: Course & Equipment. It will also note the status of the various aspects of the course audit: PPO, Inspection & Training. These aspects are interdependent in that the condition of one affects the safety/usability of the others. However, if one aspect fails inspection or is incomplete it does not necessarily mean the course fails as a whole. That said, any single piece which fails does need immediate attention before Synergo will approve of the use of that aspect of the course or operation. All items throughout the report rated with "Changes Recommended" or "Fail" will have corresponding notes detailing the reason for the rating and a recommended course of action to correct its condition. The details for each aspect can be found in the listed order throughout the report.

The course overview provides helpful information to quickly understand the context of the wholistic condition of the course and operations. This section also lists the elements inspected and their respective conditions as of the date of the inspection. Details for element condition will be found on the pages following the element conditions list.

Throughout the report you will see appendices which serve as references for the corresponding section of the report. These can serve as a guide for creating documentation as well as provide clarity on what is being reviewed or evaluated. In the equipment and element evaluation sections, the appendices contain explanations to the condition codes used to evaluate the elements and equipment. Any item rated as a 1 will have no additional notes as to its condition. Items with a condition rating of 2 are acceptable for use but updates or repairs are suggested for optimal use. If noted updates or repairs are not completed in the stated timeline the element or equipment condition is automatically downgraded to a rating of 3. Items with a condition rating of 3 need to be updated or repaired before they can be used. Once the required updates/repairs are completed the item can be re-evaluated by a qualified person to adjust the condition rating. All elements and equipment with a condition rating of 2 or 3 will have a note explaining the reason for the rating. These notes may also contain possible solutions to improve the condition of the item.

Thank you for choosing Synergo for your professional course inspection!

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COURSE NAME:
Alaska National Guard

CONTACT PERSON:
Elijah Gutierrez

OWNER OPERATOR/ADDRESS:
Building 49000 D105
JBER Alaska
99505

PHONE:
907-315-0508

EMAIL:
elijah.gutierrez@alaska.gov

REPORT REVIEWED BY:

DATE OF INSPECTION:
May 23rd 2021

NEXT INSPECTION DUE:
May 2022

INSPECTED BY:
Luke Ward & Alex Moore

TIME ON COURSE:
4 hours

REPORT TRACKING:
CURRENT REPORT ☑ PRELIMINARY ☐ FINAL
5/26/2021
PREVIOUS VERSIONS

PRE USE INSPECTIONS shall be performed and documented prior to each day of course operations.

PERIODIC INSPECTION FREQUENCY

- ☐ Monthly
- ☐ Quarterly
- ☑ Seasonally
- ☐ After a heavy weather event or vandalism

PROFESSIONAL INSPECTION FREQUENCY

- ☐ Semi Annually
- ☑ Annually
- ☐ New element installation or major alteration

PASS	CHANGES REC.	FAIL	
			Pass—meets or exceeds ACCT standards Changes Recommended— acceptable for use but updates, repairs or maintenance are suggested for optimal use Fail—needs updates or repairs before use
☑	☑	☑	COURSE—for details on changes recommended or fail, read the Course Evaluation notes (pg 8 & 9) in the corresponding section. See Appendix A for explanation of notes, codes and references.
☑	☑	☑	EQUIPMENT—for details on changes recommended or fail, read the Equipment Evaluation notes (pg 11 & 12) in the corresponding section. See Appendix B for explanation of notes, codes and references.

DOCUMENT AUDIT

COMPLETE	INCOMPLETE	
		Complete—all noted items were present during audit, this does not qualify the content nor quality of these items. Incomplete—items missing during audit, these items should be created & implemented before the next professional inspection.
☐	☑	PPO—for details read the Policy, Procedure & Operation Audit notes (pg 15 & 17) in the corresponding section of the report.
☐	☑	INSPECTION— for details read the Inspection Audit notes (pg 20) in the corresponding section of the report.
☐	☑	TRAINING—for details read the Training Audit notes (pg 22) in the corresponding section of the report.

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OVERVIEW OF COURSE

SEASON:

Summertime - May-September

CONSTRUCTION HISTORY:

Built in: 2006 Built by: High 5 Adventures

Ongoing maintenance done by: In-house / Vendor

STAFF:

Company Manager: Captain Kimberly Conkling

Maintenance Manager: Elijah Gutierrez

Operations Manager: Elijah Gutierrez

MISC. DOCUMENTS:

Complete	Incomplete	
☐	☑	3rd Party Program Review (at least once every 5 years) – Company:
☐	☑	CPR & First Aid Certifications–viewed: Groups using the course provide First Aid trained staff
☑	☐	Proof of Insurance–Company: Self-Insured

STAFF TRAINING:

☑ Third Party

Company: Various Vendors

☐ In House

Lead Trainer:

CLIENTELE:

Age - Typical - Youth, 14-18. Some adults.
Approx 100 Participants per year.

FLOW:

Hosts outside groups who bring their own facilitators delivering a variety of programs.

COURSE NOTES:

High are built in poles and connected. Some Low elements are in the stand of trees near the course, other lows are on the other side of the trees, more lows are attached to the High elements. Gear stored in shed near course.

Security clearance and access to the course needs to be arranged through the contact ahead of time.

OVERVIEW OF COURSE

MARK BOX WITH **1** FOR PASS, **2** FOR CHANGES RECOMMENDED, **3** FOR FAIL, OR **NA** FOR NOT APPLICABLE

LOW ELEMENTS

Rating	Element	Rating	Element	Rating	Element
1	TP Shuffle	1	Foot Cable #2 (DT)	1	Foot Cable (DT)
2	Whale Watch	1	Hour Glass (DT)		Low V
3	Bridge is Out	1	Tension Traverse (DT)		Swinging Tires
1	Team Wall	1	Foot Cable #3 (DT)		Nitro Crossing
3	Porthole	1	Foot Cable #4 (DT)		
1	Wagon Wheel (LOTR)	1	Multi-vine (DT)		
1	Burma Bridge (DT)	1	Foot Cable #5 (DT)		
1	Foot Cable (DT)	1	Flea Hop (DT)		

SEE ELEMENT EVALUATION NOTES FOLLOWING THIS SECTION OF THE REPORT FOR DETAILS ON ELEMENT CONDITIONS

1—Pass—meets or exceeds ACCT standards

2—Changes Recommended— acceptable for use but updates or repairs are suggested for optimal use, if noted updates or repairs are not completed in the stated timeline the element or equipment condition is automatically downgraded to a rating of 3

3—Fail—needs updates or repairs before use

N—Not Inspected

HIGH ELEMENTS

Rating	Element	Rating	Element	Rating	Element
2	Junkyard	2	Flying Squirrel		
2	Pamper Pole				
2	Climbing Wall				
1	Giant's Ladder				
1	Cargo Net				
1	Rappelling Station				
2	Giant Swing				
2	Catwalk Log				
1	High V				
1	Islands				
1	Caterpillars				
1	Hour Glass				
1	Grapevines				
2	Swings				
1	Tension Traverse				

SEE ELEMENT EVALUATION NOTES FOLLOWING THIS SECTION OF THE REPORT FOR DETAILS ON ELEMENT CONDITIONS

POLICIES

GENERAL SITE:

Trails and areas of use should be well maintained and reasonably clear of tripping and health hazards. (roots, poison oak, etc.) Manage overhead concerns in areas of use so as to reduce occurrence of incidents. (loose/dead limbs, powerlines, etc.) Make a reasonable effort to prevent access and communicate use restrictions for unauthorized personnel.

CONSTRUCTION & REPAIR HISTORY:

Records of installation and major repairs/maintenance shall be kept on file for the life of each element.

ELEMENT DESIGN & USE CONSIDERATIONS:

Trees/poles shall be selected based on expected loads taking into consideration the required safety factor. This shall be considered when evaluating appropriate diameters and health/condition of trees/poles.

In poles, all fasteners for support structures and cabling shall be a minimum distance of 12 inches from the top of the pole. Capping pole tops will greatly increase their service life.

Cabling for critical and life safety systems shall be designed and installed with consideration to the expected load and applicable safety factor and be backed up appropriately. If performed, testing records shall be on file for each system tested.

Belay beams shall be designed for appropriate levels of rigidity; resistance to wear, fatigue, and degradation; and prevent excessive belay rope wear. The design shall also consider expected loads and safety factor requirements.

Primary ground belay anchors shall be designed for the expected load with the 2:1 safety factor. Secondary positioning ground belay anchors shall be designed for the expected load.

Non-critical element structures and cabling shall be designed to support the expected load with a 2:1 safety factor.

Ground anchors for guy cables shall be visible/inspectable where the cable attaches to the anchor head.

Platforms shall be designed appropriately for expected dead and live loads. Guardrails shall not be required where users are required to be on a belay system.

All zip lines shall be designed and installed with an integrated brake system. The brake systems shall: arrest the motion of the participant regardless of orientation and without hazard; function without deformation or failure of components or equipment; and not inhibit retrieval procedure. If arrival speed is greater than 6 mph, an emergency brake needs to be present.

Low element cables and structures shall be no higher than 42" from the ground unless an appropriate fall protection method is in place. Hardware installed in trees shall be done so according to manufacturer's recommendations and minimize impact to the supporting tree.

GUEST ATTACHMENT SYSTEMS

Manual Clip (MC) - sometimes referred to as "lobster claws", is a dual lanyard set-up with a locking carabiner or hook at the end of which the guide or participant must actively engage the locking mechanism. This system is dependent upon user knowledge of acceptable attachment points. It is also vulnerable to being un-clipped if not closely monitored.

Smart Clip (SC) - a dual lanyard set-up where the clips at each end have a mechanical component locking onto the belay structure. This mechanical component is designed to, once locked onto the belay structure, always have one clip locked. When functioning properly, this system will not allow participants to become unclipped, given appropriate belay structure design. Some versions of this system are even able to limit what participants are able to clip onto.

Continuous System Clip (CSC) - usually a single lanyard system with a variation of a "C" clip on the end. This clip has an opening designed specifically for the accompanying belay structure so that it can maneuver the system without detaching, given appropriate belay structure design. This requires some creative manipulation of the "C" clip by the participant.

PLATFORM TYPES

Ground (G) - a platform anchored to the ground, usually using pier blocks or posts sunk into the ground. These can come in a variety of designs.

Squeezy (Sq) - a platform anchored directly to a tree or pole. Typically designed with two parallel joists with angled bracing positioned off one side of the tree. The joists are attached directly to the tree and also serve as the support for the decking.

Octagon (O) - a platform wrapping completely (or mostly) around and anchored directly to a tree or pole. This has a more complex frame design with several points of attachment to the tree or pole. Smaller size designs tend to only have attachments at the deck height while larger designs also have angled bracing above or below deck height.

Platform Composition

Wood (W) - lumber, or a composite material, is the majority of the platform structure

Metallic (M) - can be steel, aluminum or another engineered metal structure, may have an alternative decking material

BRAKE SYSTEMS

Closed Line System (CLB) - a deceleration system wherein the trolley connects with a traveling block controlled by a closed line system operated by a guide.

Tag Line System (TLB) - a deceleration system wherein the trolley connects with a traveling block controlled by a rope operated by a guide or anchored bungee adjacent to the zip line.

Gravity System (GB) - a deceleration system wherein the zip line termination is designed to create an up-hill slope so as to arrest forward motion without contacting any other objects after which the participant rolls backward along the zip line.

Automated System (AB) - a deceleration system wherein no action is required by the participant or guide to arrest forward motion. This is commonly achieved with a mechanical device such as an auto belay system, series of bungee cords or springs.

Hand Brake (HB) - a deceleration system wherein the participant utilizes a gloved hand or self operated tool to arrest forward motion.

CABLE TYPES

Wire Rope (WR) - several strands of metal wire, usually steel, laid (twisted) into a helix of varying gauges. These come in a variety of lay patterns, 7x19, 6x26, 7x7 etc. These also vary in composition including galvanized aircraft cable (GAC) and stainless steel (St).

Super Swaged Wire Rope (SS) - wire rope that has undergone a compression process resulting in flattened crown cables.

INSPECTION CODES

Surface Condition (SC) - surfaces used during element operation (decks, climbing walls, etc) should be managed to reduce severity of abrasions and tripping/ slipping hazards. Hardware such as nails & screws should be flush with the surface. There are a variety of materials and design methods which help improve surface traction. It is also good practice to regularly apply weather protection.

Lumber Condition (LC) - lumber used in the structure of an element or platform should be reasonably sturdy and whole with minimal presence of splitting and no cracks across the wood grain. The load the lumber is supporting will also be a determining factor in the urgency of replacement.

Rusting Components (RC) - metallic components should have minimal presence of rust. While some surface rust is acceptable, as it begins to pit into the depth of the metal it will weaken the material. Replacement urgency will depend on the material, its application and the depth or coverage of the rust.

Worn Components (WC) - as elements and belay systems are used the hardware of the system wears down. Materials have varying rates of deterioration. Once a noticeable reduction in hardware diameter/strength is found it should be continually observed/measured for progression. Replacement urgency will depend primarily on the application of the component (i.e. if it is critical) but also on the installer/manufacturer's recommendations. This commonly appears on (but is not limited to) rapid links, cables, SRDs and eye bolts. Additionally, plastic based materials (such as rope) will wear from use and UV exposure.

Overgrown Anchor (OA) - the tree has grown to the point it is filling the bolt eye or other anchoring hardware. If caught early, the bark can be trimmed back to extend usability. Be careful when trimming bark to not damage the cambium layer. The tree will eventually overgrow the hardware completely rendering it un–inspectable and it will need to be replaced within the recommended time frame.

Back-up Cable (BC) - back-up cables should be loose enough to not hinder tree health but not so loose as to be ineffective if engaged. This can often be managed with the addition of a rapid link as the tree grows. If the cable is too tight to add a rapid link it will need to be cut and replaced. If a cable is wrapped too tightly around the tree it will put the tree under tremendous stress and potentially kill it as it tries to grow around.

Design Hazard (DH) - elements should be designed to reduce hazards with the potential to ensnare a participant's finger/toe/limb to the point of injury (i.e. between the boards of a climbing wall, between a bridge cable and platform) or potential damaging bodily collisions (i.e. swinging beams). As many elements have dynamic & moving components this can be difficult to manage. Often this can be mitigated with the use of tethers or spacing blocks or through intentional facilitation. Consult with an industry professional to determine the best design and operational policies.

Torque (TRQ) - cable clamps & fist grips should be installed according to the correct foot-pound value for their size. This is checked with a torque wrench. 3/8" cable requires a torque value of 45 foot-pounds, 1/2" cable 65 foot-pounds.

Tree Attachment (TA) - beams used to support a platform or wall on a tree should have visible space between the bark and beam to allow for tree growth. If the bark is touching the beam it should be shifted further away or the platform will need to be replaced. If the tree has already begun to overgrow the beam it should be left in the tree and the rest of the structure cut away to reduce further harm to the tree.

Primary Brake System (PBS) - in reference to zip lines, this is the brake system engaged during normal operation and should arrest a rider without injury. Reference current ACCT standards for requirements of brake system design. Consult with an industry professional to determine if your system is appropriate.

Emergency Arrest System (EAS) - If the arrival speed on the zip line exceeds 6 mph or if the manufacturer of the primary brake system specifies, an emergency arrest system needs to be installed. These notes will pertain to any adjustments or redesigns required to reduce dangerous collisions. Reference current ACCT standards and primary brake system manufacturer requirements for brake system design.

Staff Access (SA) - the method of access for trained staff needs to be installed/evaluated/changed. Trained staff should be able to access the element independently of the guest belay system in case of emergency or maintenance. If an element lacks this access it should be installed or an acceptable alternative method established. If access already exists, it falls short of the safety parameters set forth by ACCT standards.

Fall Zone (FZ) - the area around the element where falls could potentially occur should be reasonably clear of hazards to avoid harmful contact. In the case of zip lines, the corridor should be free of obstructions. (rocks, bushes, limbs/branches, poisonous plants, other structures, etc.). Common remedies include removal, additional ground cover, marking hazards and intentional facilitation. This is often in need of constant attention.

Widow Makers (WM) - the canopy overhead should be clear of loose or threatening branches with the potential to fall on people below.

COURSE EVALUATION

Reference Appendix A for explanation of conditions codes

LOW ELEMENT NOTES

General Note - FZ - Remove shrubs and other hazards from fall zone areas around low elements and monitor.

Whale Watch - LC - Secure the runner on the edge of the board.

Bridge is Out - LC - Rebuild element - Lumber is degraded and element must be rebuilt.
FZ - Remove bushes.

COURSE EVALUATION

Reference Appendix A for explanation of conditions codes

HIGH ELEMENT NOTES

Vertical Playpen - WC/RC - minor rust and wear grooves found on the SRD rapid links, monitor and replace as needed

Flying Squirrel - WC/RC - minor rust and wear grooves found on the SRD rapid links, monitor and replace as needed

Stirrups - WC/RC - minor rust and wear grooves found on the SRD rapid links, monitor and replace as needed

Catwalk - WC/RC - minor rust and wear grooves found on the SRD rapid links, monitor and replace as needed

Giant Swing - DH - the design is uncommon for conventional element design, closely monitor the cable terminations for any signs of slipping, if any are found discontinue use immediately

Climbing Wall - LC - one board on the left of the extended feature is broken and has exposed a screw, replace this board in the next 3 months
DH - remove the leap anchors above the feature as they are not correctly anchored for critical attachments

Pamper Pole - WC/RC - minor rust and wear grooves found on the SRD rapid links, monitor and replace as needed

Zip Line - SA - add staff access to the far pole for ease of inspection

CONDITION NOTES REFERENCE

HARNESS/LANYARD/SLING/DAISY CHAIN

Worn Webbing (WW) - cuts, holes, fading/fraying/fuzzing in webbing, or compromised stitching.

Rusting Components (RC) - rust is present on critical buckles or other metallic components.

Worn Attachment Point (WA) - belay attachment point shows signs of wear.

Condition (C) - gear shows molding or excessive dirt and should be cleaned according to manufacturer's recommendations.

HELMET

Worn Webbing (WW) - webbing shows cuts, holes, fading/fraying/fuzzing in webbing, compromised stitching or detached from shell.

Worn Shell (WS) - cracks or grooves are present in hard shell.

Component Malfunction (CM) - a critical is not working or is missing. For example, the shell padding is loose/missing or the adjustment device doesn't hold.

Condition (C) - gear shows molding or excessive dirt and should be cleaned according to manufacturer's recommendations.

CARABINER/RESCUE EIGHT

Rusting Components (RC) - rust is present along the bar or gate.

Gate Malfunction (GM) - gate function is slow or does not lock.

Worn Attachment Point (WA) - belay attachment points show signs of wear such as burs, deepening channels or scoring.

TROLLEY/PULLEY

Rusting Components (RC) - rust is present on the wheel or plates.

Worn Attachment Point (WA) - attachment point or wheel shows signs of wear such as burs, deepening channels or scoring.

Gate Malfunction (GM) - if trolley has gate incorporated into the design, gate function is slow or does not lock.

BELAY DEVICE

Rusting Components (RC) - rust is present on the device.

Worn Attachment Point (WA) - attachment point or friction channel shows signs of wear such as burs, sharp edges, deepening channels or scoring.

Mechanical Malfunction (MM) - mechanical component (i.e. RIG or Gri-Gri) is broken or not functioning properly. For example, the camming function of a Gri-Gri is not engaging.

ROPE

Mantle Wear (MW) - rope exterior shows fading/fraying/fuzzing, or in serious cases, melting or core exposure.

Compromised Core (CC) - rope interior has substantially soft or hard sections indicating core deformity.

Condition (C) - gear shows molding or excessive dirt and should be cleaned according to manufacturer's recommendations.

ALL EQUIPMENT

Expired Service Life (ESL) - gear is beyond manufacturer's recommended service life.

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EQUIPMENT EVALUATION

1 = meets or exceeds standards 2 = ok, but there are a few suggestions to meet standards 3 = needs changes to meet standards

EQUIPMENT CONDITIONS

Harness	#	1	2	3	Manufacturers
Full Body Harness	6	6	0	0	Petzl Avao x2, Petzl Volt x4
Seat Harness	70	53	0	17	Headwall x13, Edelweiss x50, Petzl Navaho Vario x4, Simba x3
Chest Harness	2	2	0	0	Petzl Voltige
Helmet	#	1	2	3	Manufacturers
Helmet	49	49	0	0	Petzl Elios x30, Edelrid x19
Miscellaneous Gear	#	1	2	3	Manufacturers
Lanyard/Sling/Daisy Chain	2	0	2	0	Spliced Rope Lanyards
Y Lanyard	0				
Carabiner	32	31	1	0	DMM, Omega, Petzl Vulcan & Williams x9, Omega Jake x7, BD screw-gate x6
Slotted Belay Device	20	19	1	0	Black Diamond ATC
Mechanical Belay Device	1	1	0	0	Petzl RIG
Trolleys/Pulley	4	4	0	0	Robertson x1, CMI x3
Belay Rope	15	0	15	0	Petzl Apex 10.5
Rescue Gear	#	1	2	3	Manufacturers
Rope	2	2	0	0	KMIII
Rescue 8	2	2	0	0	Kong, CMI
Lanyard/Sling/Daisy Chain	0				
Carabiner	9	9	0	0	Petzl Vulcan, Liberty Mountain
Belay Device	0				
Trolley	0				
Etrier	0				
4:1 System	0				
Access Gear	5	2	0	3	Elk River Zorbers with Lanyards, Absorbicas w/Petzl MGO 60U & Joko Lanyards

See the next page for equipment notes and recommendations on how to improve the following subjects

STORAGE & ORGANIZATION:

Yes	No		Yes	No	
✔		Area is clean, dry and protected from weather		✔	Equipment identification system for all life safety gear
✔		Storage method is appropriate	✔		Rescue/retrieval gear separate

EQUIPMENT EVALUATION

Reference Appendix B for explanation of conditions codes

EQUIPMENT CONDITION NOTES

Gear that is currently in use is stored alongside old/retired gear. Synergo strongly recommends at least moving and storing the retired equipment separately to prevent it's use. Ideally, old equipment should be destroyed and discarded.

Seat Harnesses - ESL - Retire and remove the Headwall Harnesses as well as all Petzl Navaho Vario. DO NOT USE.

Spliced rope lanyard - Synergo recommends replacing spliced rope lanyards with manufactured lanyards.

Carabiner - GM - Sticky Gates - monitor and lubricate as needed or retire.

Belay device - Worn channel, monitor and replace as needed.

Belay Rope - Rope type is higher stretch than typically used on the Challenge Course. Operations will need to be adapted to accommodate the rope type. When the rope needs to be retired recommend using lower stretch rope, for example New England KMIII.

Access Gear - ESL - Retire and remove the Elk River/Robertson Access Climbing Equipment. DO NOT USE.

POLICIES AND PROCEDURES

STAFF TRAINING EXPECTATIONS:

This section details the minimum hiring/training requirements for staff within the organization. It should also indicate initial and ongoing/refresher training requirements. It shall include details on minimum required training hours, frequency and any specific certifications (i.e. CPR, First Aid, Practitioner Level 1)

SITE-SPECIFIC POLICIES:

This section should delineate between staff policies and participant policies as well as operational limitations (weather restrictions, etc.). Examples of staff policies include: vehicle use, dress code, handling gratuity, site etiquette, supervision ratios, etc. Examples of participant policies include: alcohol use, apparel restrictions, age and weight restrictions, participant screening process, etc.

SAFETY PROGRAM:

Every site should have a clearly documented Safety Program. The Safety Program should include Monthly/Periodic Safety Committee meetings and documentation, participant supervision ratios, Internal Safety Audits and Safety Trend Analyses. The site manual should define what each of these components entail. These documents and procedures all contribute to creating a "culture of safety" within the organization.

SET UP AND TAKE DOWN:

The specific procedures staff should follow when setting up the course for use. This includes but is not limited to setting up belay systems and element access, where to stage gear, appropriate documentation, checking in with staff and staging emergency gear. Take down procedures for end of program and limiting access when the course is not supervised should also be clearly outlined. Examples include putting up no trespassing signs, raising suspended elements, end of day documentation, proper storage of equipment, etc.

ORIENTATION:

The site manual shall include a section on key points staff shall cover during their orientation to participants. The orientation shall include conversation around inherent risks, staff and participant responsibilities, overview of the day, course description, rescue scenarios, pertinent safety information, posture and etiquette, the various belay system procedures and equipment explanation.

GUIDE/FACILITATOR RESPONSIBILITIES:

This section should explain in detail the specific roles guides/facilitators will play during program delivery including general element operation, group management & assessment, sequencing, belay commands and preflight checks.

EQUIPMENT INSTRUCTIONS:

This section provides the list of equipment used on the course and its application relative to course operation. For details on equipment use and care, have the manufacturer's recommendations available for reference. This is for both safety and liability reasons as well as to remind staff of the proper use and maintenance of gear. It is important to keep up with manufacturer's recommendations as they may change periodically.

PRE-USE INSPECTION HOW-TOs:

This section shall provide a detailed account of how to perform the pre-use inspection prior to element use and explain how to fill out relevant course documentation. Give details about what guides/facilitators are looking for during the inspection of the various course aspects.

EMERGENCY PROCEDURES:

This should be an extensive portion of the site manual. Examples of topics that may be covered include: platform lowering techniques, trolley transfer procedures, midline lowering procedures, retrieval/rescue situations, cutaway rescues and access climbing procedures. The Emergency Procedures section shall also contain detailed information on the site's Emergency Action Plan and order of operations, including relevant documentation and paperwork.

COURSE ELEMENTS/ZIP LINES/ACTIVITIES

Each manual should contain a section devoted to describing each element on the course. Information shall include belay systems, brake system operation (zip lines), and specific equipment involved. This section shall also explain how to run each element and/or activity type.

OPERATIONS

INTERNAL SAFETY AUDIT:

This is an annual process of collecting information on the efficiency, effectiveness and reliability of the course safety systems and drawing up plans for corrective action. This includes evaluations of operational aspects such as inspection records, training records, incident reporting, staff safety reports and safety trend analysis.

INCIDENT REPORT:

The incident report form should contain the following information: date of incident, time of incident, name of site, name of injured person, injured person's address, injured person's phone number, injured person's age, type of incident (illness or injury, minor or serious), location of incidents (which element, platform, etc.), facility related or non-facility related, whether or not injured person was hospitalized and if possible, a description of the incident in the injured/ill person's own words.

WITNESS REPORT:

The witness report form should contain the following information: date of incident, time of incident, name of site, name of injured person, witness name & signature, a detailed account of what happened in their own words, a description of the injury sustained in their own words and a description of any treatment given in their own words.

STAFF SAFETY REPORT:

The intention of this form is to identify and document hazards or potential hazards/near misses on site. There should be room to identify the location of the hazard, date recorded, description of hazard, recommendation for correction, follow-up action required, responsible parties for follow-up and who recorded the hazard initially. These, along with incident reports, are helpful in trend analysis.

SAFETY MEETING MINUTES:

This should be a record of topics discussed at the safety meeting and any relevant items needing attention and/or action as well as who is responsible for taking said action.

PARTICIPANT AGREEMENT:

Commonly referred to as a "waiver", this form informs participants of the risks of the activities involved in your course. It is usually developed in collaboration with your insurance company.

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POLICIES AND PROCEDURES AUDIT

This audit checks for the presence of the following topics but does not evaluate the content

Yes	No		Yes	No		Yes	No	
✔		Staff Training Expectations	✔		Set-up and Take Down	✔		Pre-Use Inspection How To's
✔		Site Specific Policies	✔		Orientation	✔		Emergency Procedures
	✔	Safety Program	✔		Guide/Facilitator Roles	✔		Course Elements/Zip Lines
			✔		Equipment Instructions			

NOTES

Recommend creation of a of Safety Program (Safety Meetings and Minutes).

OPERATIONAL DOCUMENTS AUDIT

This audit checks for the presence of the following forms/records but does not evaluate the content

Yes	No		Yes	No		Yes	No	
✔		Incident Report	✔		Staff Safety Report		✔	Safety Meeting Minutes
✔		Witness Report	✔		Participant Agreement		✔	Internal Safety Audit

NOTES

Witness Form is built into the Accident Form.

Staff Safety Report Form = Near Miss Report.

Recommend creation of a Internal Safety Audit.

EQUIPMENT POLICIES

GENERAL:

All equipment involved in life safety systems shall adhere to the minimum breaking strength (MBS) standards set forth in the ACCT standards. In the case of fall arrest systems (potential fall distance greater then 2') the MBS shall be 22.2kN or rated at a 2:1 in regards to the expected load. In the case of personal safety systems (potential fall distance 0'-2') the MBS shall be 15kN. All life safety system equipment shall adhere to the corresponding requirements set forth by but not limited to ANSI, ASTM, CE, CSA, EN, NFPA, and UIAA respectively.

STORAGE:

Storage area should be kept clean, dry and protected from weather and pests. The storage method should be appropriate for each equipment type according to manufacturer's recommendations.

ORGANIZATION:

Each piece of equipment should be uniquely identifiable for record keeping and maintenance tracking purposes. This identification system should match the equipment inventory log. Rescue/retrieval gear should be kept separate from daily use gear and be easily identifiable and accessible.

MAINTENANCE:

This should either be performed by the manufacturer itself or in-house by a qualified individual according to the manufacturer's recommendations and recorded when it occurs.

RETIREMENT:

This shall be decided according to the manufacturer's guidelines. Items retired from use shall be documented, clearly marked and discontinued from service or disposed of appropriately.

TRACKING DOCUMENTS

EQUIPMENT INVENTORY LOG:

This should record the internal gear identification code, make and model, manufacture date, date put into use, intended use, and date retired for each piece of gear. Create a labeling system where by every piece of gear can be tracked individually.

ROPE LOG:

This should record date purchased, make and model, which element it is used for, date put into use, original length, dates of use, number of uses/falls (no fall, soft fall 1'-5', hard fall 5'+)/hours of use, who inspected, concerns communicated and date retired.

EQUIPMENT INSPECTION REQUEST FORM:

This form should detail which piece of equipment is in question, what the suspected problem is, date pulled out of service, who pulled out of service, date submitted to manager and should be attached to the suspect gear.

EQUIPMENT MAINTENANCE LOG

This should record the occurrence of all equipment maintenance. Include make/model, ID code, date removed from service and date returned to service.

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EQUIPMENT MANAGEMENT AUDIT

If your course contains any of the below items follow the corresponding link for the most recent and up-to-date information about the items below. This resource requires ACCT membership.

Yes	No	
☐	☑	Removable Pole Steps– http://c.ymcdn.com/sites/www.acctinfo.org/resource/resmgr/imported/PoleSteps.pdf
☐	☑	Strandvises– http://c.ymcdn.com/sites/www.acctinfo.org/resource/resmgr/imported/SVUpdate8-07.pdf
☐	☑	Cable Grabs– http://c.ymcdn.com/sites/www.acctinfo.org/resource/resmgr/imported/CableGrabs.pdf
☑	☐	Staples– http://c.ymcdn.com/sites/www.acctinfo.org/resource/resmgr/imported/stapletests.pdf

This audit checks for the following topics but does not evaluate the content of each subject

ROPE LOG:

☐ Not Needed

Yes	No		Yes	No		Yes	No	
☐	☑	Make and model	☐	☑	Element where it is used	☐	☑	Who inspected
☐	☑	Date purchased	☑	☐	Dates of use	☐	☑	Concerns communicated
☐	☑	Date put into use	☑	☐	Number of uses/falls	☐	☑	Date retired

EQUIPMENT INVENTORY LOG:

☐ Not Needed

Yes	No		Yes	No		Yes	No	
☐	☑	Make and model	☐	☑	Date manufactured	☐	☑	Date retired
☐	☑	Date put into use	☐	☑	Individual equipment ID	☐	☐	

EQUIPMENT INSPECTION REQUEST FORM:

☐ Not Needed

Yes	No		Yes	No	
☑	☐	Date pulled from service	☑	☐	Gear issue noted
☑	☐	Who pulled from service	☑	☐	Date received my manager

EQUIPMENT MAINTENANCE LOG:

☑ Not Needed

Yes	No		Yes	No	
☐	☐	Tag-Out date	☐	☐	Recertification date
☐	☐	Equipment ID	☐	☐	Notes who recertified

NOTES

Recommend updating the rope log to include details listed above.

Recommend creating an equipment inventory to track equipment, include the details listed above.

INSPECTIONS

PRE-USE INSPECTIONS:

The pre use inspection should include a basic inspection of the EQUIPMENT, ELEMENT AND ENVIRONMENT. The form should include the following information (as applicable):

- Inspected by whom & date
- Each high and low element
- Harnesses
- Ropes
- Helmets
- Lanyards
- Carabiners
- Trolleys/pulleys
- Belay devices
- Retrieval/rescue equipment
- Any other life safety equipment
- Condition of trails and areas of use
- Weather conditions
- Concerns communicated
- Inspection procedure checklist

PERIODIC INSPECTIONS:

The periodic inspection shall be performed at the prescribed frequency and include an in-depth inspection of the same above categories and include the following information:

- Each high and low element
- Who inspected & date
- Cable condition
- Terminations
- Torque values
- Platforms
- Element components
- Guy anchors
- Corridor (zip lines)
- Fall zone
- Tree health
- Concerns communicated

The documentation of these inspections shall include information rating the condition. (i.e. 1 = meets/exceeds standards 2 = ok but a few suggestions to meet standards 3 = needs changes before use) As the equipment is inspected, it should be noted how many items are of each rating. For equipment rated as 2s and 3s there shall be corresponding notes as to why it is rated as such.

EXAMPLE:

HARNESSES					
	#	1	2	3	NOTES
Singing Rock Rope Dancer M	12	10	2	0	#6 & 9 have odd wear on center waist hard point
Singing Rock Rope Dancer L	8	8	0	0	
Edelweiss seat	15	10	0	5	#1-5 past manufacturer's warranty date, retired 2015

PROFESSIONAL INSPECTION:

This is administered by a qualified person at an interval determined by the designer, manufacturer or qualified person at a minimum of once per year . These shall be kept on file for the life of the elements.

ACCEPTANCE INSPECTION:

This is administered prior to the commissioning or upon completion of major repair of each element by either the installer or a qualified third party. It should include system testing documentation. The testing documentation should include the process followed for testing with expected results. These documents shall be kept on file for the life of each element.

ELEMENT COMMISSIONING DOCUMENTS:

Have all documents pertaining to the installation and maintenance of all high and low elements on file including:

- Belay system descriptions
- Normal operation and limitations
- Participant safety briefing
- Recommended rescue procedures
- Maintenance and equipment replacement criteria
- Identification of critical components and systems
- Reasonably anticipated potential hazards
- Brake system operational limits (zip lines)

These documents shall be kept available for the life of each element. The site shall also have on file the following information for each element: installer & date of installation, element measurements (height, length & width of the overall structure and cables) and if elements are built in trees/poles.

When building and/or maintenance happens in-house policies and procedures around building practices should be recorded (environmental reports, engineering documents, installation procedures, system testing procedures/results)

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INSPECTION AUDIT

This audit checks for the presence of following topics but does not evaluate the content of each subject

PRE-USE INSPECTION FORMS:

Yes	No		Yes	No		Yes	No	
☐	☑	On file & organized	☑	☐	Notes who inspected	☐	☑	Corresponds with gear & elements
☑	☐	Dates performed	☑	☐	Relevant areas filled out	☑	☐	Concerns communicated

PERIODIC INSPECTION FORMS:

Yes	No		Yes	No	
☑	☐	On file & organized	☐	☑	Notes correspond to ratings
☑	☐	Performed in recommended intervals	☐	☑	Corresponds with existing elements
☑	☐	Notes who inspected	☑	☐	Evaluates terminations, cables, platforms, fall zone, tree health & notes torque values, etc. (as relevant)
☐	☑	Corresponds with equipment log			
☐	☑	Condition rating system	☑	☐	Concerns communicated

PROFESSIONAL INSPECTION REPORT:

Yes	No		Yes	No	
☑	☐	On file & organized	☑	☐	Performed in recommended intervals

ACCEPTANCE INSPECTION FORMS: ☑ Not Needed

Yes	No		Yes	No	
☐	☐	On file & organized	☐	☐	System testing documentation
☐	☐	Corresponds with elements			

ELEMENT COMMISSIONING DOCUMENTS: ☑ Not Needed

Yes	No		Yes	No	
☐	☐	On file & organized	☐	☐	Participant safety briefing
☐	☐	Corresponds with elements	☐	☐	Recommended rescue procedures
☐	☐	Notes installer & completion date	☐	☐	Maintenance and equipment replacement criteria
☐	☐	Element measurements/specs	☐	☐	Identification of critical components and systems
☐	☐	Belay system	☐	☐	Anticipated potential hazards
☐	☐	Normal operation and limitations	☐	☐	Brake system operational limits (zip lines)

NOTES

Pre-Use Inspection Forms have not been complete in the past year due to COVID-19. Other documents were destroyed by water damage to the shed.

Recommend updating the Periodic Inspection form to include the details listed above.

It is recommended that training be administered by a qualified third party. This helps ensure quality, maintain consistency throughout the industry, shares liability and provides a more objective perspective as to site operations. Whether done by a third party or in-house, a thorough training should consider the following areas:

TRAINING POLICIES

LEAD TRAINER EXPERIENCE:

The lead trainer shall maintain a portfolio documenting adequate relevant experience in: program delivery, training received from a qualified third party (including on-going training) and any additional applicable experience. This audit does not validate the content/quality of the training they have received nor the in-house training being delivered. All trainers shall maintain a portfolio detailing trainings received and delivered as well as other relevant experience showcasing their qualifications.

FREQUENCY:

Trainings shall occur annually or more frequently contingent upon staff turnover, seasonal fluctuations, operation changes or as a response to incident/ accident analysis. Periodic refresher trainings are recommended to keep staff up-to-date on current policies and procedures.

TRAINING RECORDS:

A list of all individuals who attended, dates, times, trainer, location, content and objectives shall be kept on file for all trainings received and administered for your site. Follow up documents should be kept on file as well. (i.e. certificate of completion or skills verification) It is recommended to have a master record for ease of reference and ensuring staff are current on the level of training their role requires.

AGENDA/SYLLABUS:

The topical layout of all sessions covered in the training including, but not limited to, the following: operations, facilitation, technical skills and emergency procedures. These documents shall be accurate to the training delivered and be available to all in attendance.

IN-HOUSE TRAINING MANUAL

For sites administering in-house training of any degree (full training, refresher training, skills review, etc.) an in-house training manual should exist and contain the following information:

CURRICULUM:

The details of topical sessions listed in the training agenda. This should include not only the relevant information on the topics themselves but also the prescribed methods of how to deliver the training for those sessions.

HANDS-ON PRACTICE PROVIDED:

Time for deliberate and supervised practical application of skills taught shall be available during the various sessions. (i.e. belay techniques)

TRAINEE RISK MANAGEMENT:

A set of policies assessing and mitigating risks to allow for trainee error, while reducing the potential for serious injury or death.

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TRAINING AUDIT

Course currently uses: ☐ IN-HOUSE ☑ THIRD-PARTY ☐ NONE

THIRD-PARTY INFORMATION

Company: Various Vendors PVM ☑ Not PVM ☐

Services Rendered: ☑ Training ☑ Testing

IN-HOUSE INFORMATION

Lead Trainer:

Co-Trainers:

Yes	No		Yes	No		
☐	☐	Lead Trainer Portfolio present	☐	☐	Adequate relevant training received	☑ Not Needed
☐	☐	Portfolios present for all other trainers	☐	☐	Training Manual	

TRAINING RECORDS

This audit checks for the presence of the following topics but does not evaluate the content of each subject

Yes	No		Yes	No	
☑	☐	Appropriate frequency	☐	☑	Agenda/Syllabus
☐	☑	Training records	☐	☑	Skill verification

NOTES

Course is currently only being used as a resource for outside groups, who bring in their own trained facilitators to operate the course.

Training records were not present during the inspection.

CONSTRUCTION AND REPAIR HISTORY

Original Installation Year: 2007 Installation Company: High 5 Adventures

New Installations and Repairs:

Course was installed by High 5 in 2007.

Repairs have been conducted by various Vendors over the years.

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INSPECTION SUMMARY

Walked the course and viewed from the ground.
Climbed the listed high elements for a closer inspection.
Reviewed available documentation.
Inspected the course equipment.

INSPECTION HISTORY

YEAR	INSPECTION COMPANY	INSPECTOR
2013	Synergo	Erik Marter
2014	Synergo	George Alikin
2015	Unknown	Unknown
2016	Synergo	Luke Ward
2017	Synergo	Luke Ward
2018	unknown	unknown
2019	Leahy & Associates	Tom Leahy
2020	N/A - COVID	N/A
2021	Synergo	Luke Ward & Alex Moore

INDUSTRY REFERENCES

ACCT

Founded in 1993, The Association for Challenge Course Technology (ACCT) is the world's leading and largest American National Standards Institute (ANSI) Accredited Standards Developer focused specifically and solely on the challenge course industry.

It is comprised of over 3000 members worldwide (including the United States, Europe, Asia, the Caribbean, Canada, Japan, Korea and Central America) and continues to develop a global alliance of like-minded organizations.

ACCT establishes and promotes the standard of care and measure of excellence that defines professional practice and effective challenge course, zip tour and adventure park operation. It develops, refines, and publishes standards for Installing, maintaining, and managing challenge courses; provides forums for education and professional development; and advocates for the challenge course and adventure industry.

To learn more about obtaining a copy of the current standards or to become a member follow the links below:

Standards— http://www.acctinfo.org/?page=ANSIACCTStandards

Membership— http://www.acctinfo.org/?page=112

Synergo recognizes the importance an benefits of being connected and coming together as a community to shape our industry moving into the future and staying informed

ASTM INTERNATIONAL

American Society for Testing and Materials (ASTM) has over 12,000 standards operating globally. With over 30,000 members across a vast range of industries and disciplines they create standards improving performance in manufacturing and materials, products and processes, systems and services.

The standards applied to our industry are contained within the F24 committee on Amusement Rides & Devices. A couple of the pertinent subheadings are the following:

F2291— Standard Practice for Design of Amusement Rides and Devices

F2959— Standard Practice for Aerial Adventure Courses

These standards are still very new and ever changing, though they are helping to define the direction our industry is headed in the years to come.

To learn more about obtaining copies of the current standards or to become a member follow the link below:

Standards— https://www.astm.org/Standard/standards-and-publications.html

OSHA

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

To learn more about OSHA and what your organization can do to manage workplace safety follow the links below:

Brief statement of the purpose and scope— https://www.osha.gov/Publications/3439at-a-glance.pdf

More detailed information on standards, requirements and free consultation— https://www.osha.gov/Publications/all_about_OSHA.pdf

This is a Non-Mandatory Return Amendment. The return of this amendment is not mandatory with your bid in order to be considered responsive.

Questions. Contact DMVA/DAS Procurement with questions concerning this amendment. Contact information is shown below.

//signed copy on file//

Gavin M. Fairbanks
Procurement Specialist II
PHONE: (907) 428-7224
FAX: (907) 428-7229
EMAIL: MVADASProcurement@alaska.gov

--End of Amendment 2--