

# Epic Safety Pack

This safety pack is designed to give our hirers the information needed to have a safe and fun hire! Anyone who is hiring /supervising the inflatable is required to be fully trained and have adequate knowledge to ensure the riders safety for the duration of the hire.

Upon set up of the inflatable a **safety sheet** will be handed to the hirer which contains the main rules for the equipment you have hired. This must remain with the equipment or person who is supervising the equipment for the duration of the hire. These safety sheets will also be emailed prior to the hire and can be printed out or emailed to relevant staff.

Failure to operate the equipment within the guidelines provided can result in injury or in severe case death. Please read this information carefully and contact us with any questions.

## **Who should be reading this?**

The hirer (person who organised or booked the hire equipment) should be reading this information. If you (the hirer) will not be supervising the inflatable or hire equipment personally, you must ensure those designated to do so have fully read and understand the information in this safety pack, attached videos & documents.

For example: Vacation Care Operators: if you have multiple staff supervising the equipment they should all have a copy of this document prior to the hire.

## **Glossary:**

Inflatable/ Inflatable device: a land borne inflatable amusement device such as bouncy castles, obstacle courses, sports inflatables etc.

Hire equipment: can cover other items such as fairy floss machines, pedal karts, giant yard games, sumo suits etc.

Unit: an inflatable, piece of hire equipment.

Safety Sheet: this is a yellow sheet which contains the main rules for the individual units you have hired.

## **Contents:**

- 1. Overriding Inflatable Safety Rules**
- 2. Inspections of Amusement device (for multiple day/ overnight hires)**
- 3. Weather and Amusements**
- 4. Hire Specific Safety Rules (for all other types of hire equipment)**
- 5. Emergency Procedures & Incident Reporting**

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## General Inflatable Safety:

*This covers all land based inflatable amusement devices.*

At the request of the hirer, Epic Inflatables staff will not be on site for the duration of the hire to supervise the hire equipment and the safety of the riders on it. For everyone's safety you must ensure the following rules and principles are followed:

- A **responsible adult** (18 years and over) must **supervise** the children using the equipment, and the safe operation of the equipment, at all times from no more than 1 meter from the hire equipment. This person should have read and understand the safety information within this package.
- **Ensure the hire equipment is used for its designed purpose only.** For example a sports inflatable or obstacle course is NOT a jumping castle. Obstacle courses are designed to run through from start to finish, and most sports inflatables are not designed for bouncing on them.
- **Riders should not jump, climb or sit on any side walls, the entry or exit, on top of netting on slides etc.** Ensure the entry exit is always clear for riders to have adequate access and egress to the amusement or injury can result.
- **Riders must not exceed the height or weight restrictions** listed on the device itself or the safety sheet provided for individual rides. If you cannot see one the default of 60kg per rider applies and a maximum number of 4 riders.
- **Follow the manufactures guidelines printed on the inflatable.** All inflatables have a manufactures safety plaque on the front or side of the unit. These rules must be followed at all times.
- **No Riders with any current or pre-existing injuries permitted on the castle at any time.** Nor riders with any severe physical or mental impairments allowed on the ride if it limits their ability to use the hire equipment safely, or endangers other riders. Riders must be fit and healthy to participate.
- No shoes, food, drink, chewing gum, eye glasses, jewelry, earrings, hats, any sharp objects, animals, water, choking hazards or adults permitted on the hire equipment.
- No hot implements of any kind on or near castle. No Face Paint, Silly string, Sand or Glitter on or around the hire equipment at any time.
- **Must keep riders of the same Size and weight on at the same time.** DO NOT have riders of different sizes on the equipment together. Eg do not put a 20kg 5 year old on with other riders aged 9 year and 60kg. If one lands on the other it increases the chance of injury.
- No fighting, rough play, flips, somersaults or extreme horseplay permitted on the hire equipment.
- **Do not use the castle during storms, thunder or heavy rain or high wind (see below).**

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- **DO NOT USE inflatables in wet weather.** If the inflatable or hire equipment gets wet during the hire cease using it until the rain passes and then wipe dry with towel before letting riders on again. Wet and slippery inflatables/ games etc present a slip and fall hazard.
- **Maximum wind strength to operate in is 40km/hr.** In the event wind speed increases get kids out of castle and turn off immediately. Willy Weather app has real time readings to monitor wind speed in your area: we suggest using this to monitor wind speed during the hire as well as BOM forecasts.
- **Please leave castle inflated until collected & Do NOT move from installed position.** Do not leave the inflatable unattended under any circumstances. In the event of an emergency turn the inflatable off, take the blower away so it cannot be turned back on. Never leave an inflatable up for riders to use who do not have properly trained supervision.
- **Please ensure the inflatable, entry and exit safety mats, any accessories, sand bags etc stay in the same position they were installed in.** Safety mats are installed to protect the rider as they enter and exit the unit. If something shifts during the hire please call us immediately.
- If set up is indoors please ensure the inflatable stays where installed. If it moves at all cease using it and call us. Inflatables moving position can be a very clear sign it is not being used how it is designed e.g. too many riders, rough play knocking side to side etc.
- **Do not use the inflatable or allow riders to use it who are under the influence of any drugs, medication or alcohol nor riders who are pregnant.**

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## Inspections of Amusement Devices

### Multiple Day Hires: THIS IS FOR OVERNIGHT HIRES

Please use this information for when hiring inflatables for multiple days. It will allow you to safely shut off the hire equipment and reinflate the next day and get it ready for use again.

#### Turning off Inflatables:

1. Ensure all the patrons have been removed from the inflatable and check the inflatable for any objects left inside (socks, balls etc)
2. Ensure no one is within 5m of the inflatable besides the person turning it off.
3. Turn the blower off at the switch and the inflatable will begin to deflate.
4. As it deflates push it onto itself so it doesn't fall over to one side etc.
5. Turn off and unplug the blower from the power point it is plugged into.

#### Turning inflatables ON for operation:

1. Ensure no one is within 5m of the inflatable whilst turning it back on.
2. Plug the cord back into the power point and switch on.
3. Turn the blower switch to ON and the inflatable will begin to inflate.
4. Once fully inflated ensure the castle is holding its structure (shape) and all inflated parts have inflated correctly.
5. Complete the Daily Inspection Checklist Below:

#### Daily Inspection Checklist:

1. If the equipment is outside check the winds are under 40km per hour and there is no rain, storms etc.
2. Check the Inflatable is fully inflated and has enough pressure.
3. Check the blower hose from the inflatable to the blower is straight.
4. Check the blower air inlet has no obstructions covering the intake.
5. Check the blower cord and any extension cords do not present a trip hazard.
6. Ensure that the pegs or sand bags are in the original position and adequately anchor the castle in place.
7. Check that the safety mats around entry/ exit are in position to adequately protect riders going in and out of the inflatable.
8. Check the inflatable inside for any hazards inside such as loose velcro on slide covers, hair pins etc.

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## Weather & Amusement Devices

The weather plays a huge part of inflatable safety. Under no circumstance should an inflatable device be operated in high wind or significant rain. This also applies to other items such as pedal karts, anything with an electrical component, mini golf and giant games.

### Heat:

Epic Inflatables reserve the right to cancel bookings during extreme heat. As a general rule of thumb bookings occurring in temperatures over 38 degrees will depend on their location, time of hire and their structure in relation to sun protection.

Inflatables made from PVC can become extremely hot if exposed to high temperatures and full sun. We will always evaluate the forecast prior to the hire if any adjustments or cancellations need to occur.

### Rain:

Inflatables and other amusements should not be operated in rain due to the slippery nature of the equipment. Vinyl can become very very slippery when wet which poses a hazard for slips and falls.

The electric components of the inflatable or amusement also pose a safety risk if operated in the wet.

In the event of rain please remove all riders from the hire equipment. Shut off the equipment at the blower and powerpoint.

Once the rain has passed follow the 'Daily Inspection Checklist' on the previous page as well as wiping the inflatable out fully so that all the surfaces are dry. Check the electrics are dry and wipe off any additional water from the blower and cord joings (while the power is off).

### **Wind: EXTREMELY IMPORTANT**

All inflatables must not be operated in high winds! The maximum wind speed for inflatable devices is 40km per hour.

It is important to regularly monitor the wind and the wind speed forecasts for the duration of the hire. It is important to take into account the direction of the wind and the speed of the gusts which can often be quite irregular and much higher than the wind speed.

Epic Inflatables will always monitor the wind speed during hires and we suggest the customer does the same by using Willy Weather App (and setting it to your location) and by using the Bureau of Meteorology 'detailed forecast' and setting it to your location.

Both these apps will give you hourly predictions of wind speed and gusts as well as real time readings. We suggest downloading them prior to hire and familiarizing yourself with them well. If you need assistance please ask us on set up we are happy to help. Please find the links below:

<http://www.bom.gov.au/places/sa/adelaide/forecast/detailed/>

<https://wind.willyweather.com.au/>

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Epic Inflatables reserve the right to not set up in high winds, even if the wind speed is below the 40km we may elect to cancel due to location, varying wind speeds, anticipated gusts etc. We will never put you in a 'it'll probably be alright' situation. We tend to air on the side of caution.

## Specific Safety Rules for all our hire equipment:

The following rules apply in conjunction with all relevant manufacturers general inflatable safety rules (section 1). If you have hired Sports Inflatables, Obstacle Courses, IPS Inflatable Games, Yard Games, Pedal Karts, Fun Food Machines etc this is where you will find the relevant safety information.

Please note: a Safety Card will be given on the day with these main rules also.

### **Jumping Castles (ALL):**

- A **responsible adults** (18 years and over) must closely **supervise** the inflatable and its safe use at all times.
- Adhere to any manufactures rules printed on the inflatable.
- Do not operate if winds exceed 40km/hr or in heavy rain or during a storm- please refer to emergency procedure below
- No food/ drink, animals, glitter, face or body paint, silly string, sand, water, sharp or hard objects to be on or around the inflatable
- Riders must be of similar size/weight. No substantial size/weight differences between riders and no adults permitted on the inflatable unless in an emergency.
- Maximum rider weight of 82kg per person. 480 kg total maximum weight on the unit.
- **Only allow a maximum of 6 riders of similar size at one time or as directed by installer.**
- No riders with current or pre-existing injuries, or physical or mental impairments that affect their ability to use the inflatable safely, or endangers others.
- Please ensure spectators are at a safe distance from the inflatable (minimum 1 metre away) and that users/spectators are not congregating at entrance or exit of unit
- Do not allow riders to jump/ climb/ sit on the entry/exit or any walls or basketball ring.
- Only 1 rider at the top of the slide platform at any one time. Do not overload the slide platform.
- **SLIDES:** Riders must go down the slide FEET FIRST with hands on their lap. Riders to go down the slide 1 at a time only. Riders to only go down the slide when the landing area is clear. Do not go down straight after a rider, wait until they have safely exited the area.
- Ensure the inflatable and safety mats stay in the installed position. Check repeatedly through the hire for any movement, particularly for indoor hires.

### **Obstacle Courses (ALL):**

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- 2 **responsible adults** (18 years and over) must closely **supervise** the obstacle course at all times, one at the entrance and one at the exit (or as directed by installer) ensuring that users are adhering to safety guidelines as well as monitoring the inflatable and surrounding area for potential hazards including the back of the inflatable
- Do not operate if winds exceed 40km/hr or in heavy rain.
- No shoes, glasses, jewellery, food, animals, face/body paint, glitter or sharp objects to be taken onto course.
- No riders with current or pre-existing injuries, or physical or mental impairments
- NEVER allow users to climb or jump over walls or sit on entry/exit.
- **Maximum of 2 users to be on inflatable at one time** that are close in size/weight and only send through in one direction. No running back or hiding in the course.
- Maximum Rider weight is 82kg per rider. Minimum height of 81cm.
- Send the next users through only when the first 2 safely exited the inflatable.
- **SLIDES:** riders must go down one at a time and feet first only. Do not stand on or jump off the top of slide. Only go down if the landing area is clear.
- Please ensure spectators are at a safe distance from inflatable (minimum 1 metre) and that users/spectators are not congregating at entrance or exit of inflatable
- Ensure the obstacle course and any safety mats at entry/exit stay in the installed position. Check regularly throughout the hire for any movement and cease use if this happens.

## **IPS (Interactive Play System) Inflatables ALL:**

- A **responsible adults** (18 years and over) must closely **supervise** the IPS unit at all times, ensuring that users are adhering to safety guidelines as well as monitoring IPS unit and surrounding area for potential hazards including the back of the unit. Only an adult should operate the IPS Scoreboard.
- Do not operate if winds exceed 40km/hr or in any rain. If it does rain remove sensors from the unit immediately and scoreboard. Take inside undercover.
- No food/ drink, glitter, face or body paint, silly string, sand, water, sharp or hard objects to be on or around the inflatable and IPS equipment (base and sensors)
- Individual game instructions have come with the machine. Please see for full details of play regarding to your hired activity (Arena, Cones, Table etc)
- IPS sensors work via hand contact. Hitting the sensors is not necessary. Please place hand over the speaker hole to trigger the sensor. This is quicker and easier.
- Be careful around the main LED control panel. Push buttons gently to start, and only allow an adult to operate.

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- For most games simply press the green button lightly to start. The games run for 45 seconds then will return to standby mode. To start another game place hand over sensor or press the 'Start' button
- 'Start' button is the main button used to 'return' or 'stop'. Just press and hold for couple seconds to stop or return. Press and hold the 'Start' button to turn IPS OFF
- **Use caution when running around other players. Games should be set up so they do not create a hazard: keep coloured spots together to avoid crossing over each players path.**
- Please ensure spectators are at a safe distance from IPS unit (minimum 1 metre) and that users/spectators are not congregating at entrance or exit of unit
- When using IPS Cones ensure that only the 2 players are running around the cones. All other bystanders should be well away from the set up area to avoid collisions.

## Pedal Karts:

A **responsible adult** (18 years and over) must **supervise** the riders at all times, ensuring that riders are adhering to safety guidelines as well as monitoring the surrounding area for potential hazards .

- **Karts should be checked inbetween each use for any loose parts/ bolts and ensure they are functioning correctly: steering, breaks, pedaling, seat and tyres inflated.**
- **Riders are to wear closed in shoes and helmets at all times.** Be aware of loose shoe laces or clothing that may be hazardous near the pedals.
- Maximum individual rider weight is 50kg for medium size karts, 80kg for large karts (pink and blue)
- Ensure seats are clipped into place correctly with safety pin and the rider is correct size for the kart.
- No riders with current or pre-existing injuries, or physical or mental impairments.
- Riders under 5 years of age must be under direct supervision of an adult. This is the same for riders who are not confident in pedaling, steering and stopping.
- Do not operate on a slope in any instance. Operate on flat even surfaces only. Do not operate near any hard objects or anything that could pose a hazard.
- Keep 1m away from walls and any other hard object if not riding in the track. Don't operate in winds over 40km/hr, storms or rain nor on slippery surfaces.
- If not using the inflated track a designated area is required: marked out with cones or lines away from any potential hazards. Riders must only ride within this area.
- Riders should keep a 1m distance from each other to avoid collisions.
- Do not ride within 5m of roads, footpaths, public spaces, or anywhere that may present a hazard to riders.

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- Instruct riders to slow down when cornering and when riding around other riders, especially if around younger children or inexperienced riders

## Sports and Interactive Inflatables:

- A responsible adult (18 years and over) must closely supervise the inflatable at all times.
- Adhere to any manufacturers rules printed on the inflatable as well as the following.
- Do not operate if winds exceed 40km/hr or in heavy rain or during a storm- please refer to emergency procedure in Safety Pack.
- No shoes, food/ drink, hot implements, chewing gum, animals, glitter, jewellery, face or body paint, silly string, sand, water, sharp or hard objects to be on or around the inflatable
- Maximum individual rider weight is 80 kg. Total max weight 160kg.
- If riders are permitted on the inflatable: You must keep riders of very similar size on at the same time. No substantial weight/size differences between riders.
- No Riders with current or pre-existing injuries permitted on the inflatable at any time
- No shoes, food, drink, chewing gum, glasses, jewelry, sharp objects, animals, WATER to be on castle at any time.
- No fighting, rough play, flips, somersaults, aggressive play or extreme horseplay permitted
- Enter and exit the inflatable through the designated entrance and exits. Do not sit on or climb/ jump over side walls or entry/exit. Slow on the way in, slow on the way out.
- Use the inflatable in the intended way explained by Epic Inflatables installer, no other way.
- **Slam Dunk:** 1 rider to dunk at a time then exit. No dunking whilst previous riders still on the inflatable.
- **Gladiator Joust:** Maximum 2 opponents to joust at the same time. Enter and Exit at designated points. Wear head gear at all times. No rough play.
- **Sports inflatables:** the unit is NOT a jumping castle. 3 players at a time. No throwing balls at each other. Do not stand in between the game and the person kicking/throwing the balls. This applies for 3 Play Sports, Hula Toss, Soccer Darts, Wide World Sports & Penalty Shoot out.
- Ensure the inflatable and any safety mats stay in the installed position for the duration of hire. Must have 1m clear space on all sides.

## Fairy Floss Machines:

- Only a trained adult over 18 years of age to operate the machine and supervise at all times.
- Find an appropriate, stable location for the floss machine to be set up away from any potential hazards, such as away from water, other appliances, where the cord will not be a trip hazard, and in an area that is well ventilated and out of the reach of children

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- If using the floss cart, ensure it is also in suitable location and on level ground as well as taking above recommendations into account
- Inspect the cord/extension cord for any wear before plugging in
- Plug in machine to power source using the circuit breaker provided and switch on 'Power' Switch. Then turn on HEAT switch on
- Allow to warm up for approx 4 mins before switching off. Pour 1 ½ scoop of sugar into the head in the centre of the machine
- Turn switches back on and machine will spin and begin to produce fairy floss
- With a stick in hand, run the stick around the edges of the silver pan in anti-clockwise direction collecting the floss
- Once you have enough floss take the stick out of the machine and you should be able to get another stick of floss out of the 1 ½ scoops.
- Once the machine begins to stop producing floss, remove the stick and fill the head again and repeat the process
- The idea is to get two sticks of floss out of the 1 ½ scoop sugar, turn off and go again

**Please observe the following safety precautions as well as the ones stated in the hire agreement accepted online and run through in person:**

- Do not overfill the head: it will just waste the sugar
- Keep your hands and the stick well away from spinning head as it is extremely hot and spinning at a very high speed
- DO NOT fill the machine while it is running: it will make a mess and waste sugar as well as being dangerous.
- DO NOT leave the HEAT button on if the machine is not spinning for more than 1 minute.
- DO NOT turn the machine off while it is still producing floss: it will solidify in the head. Let the machine spit all the floss out prior to turning off.

## **Popcorn Machines:**

- An Adult over 18 years of age is to operate the machine. No children allowed to operate.
- Find an appropriate, stable location for the popcorn machine away from any potential hazards, such as away from water, other appliances, cord not a trip hazard, and in an area that is well ventilated
- Inspect the cord/extension cord for any wear before plugging in
- Plug in machine to power source using the circuit breaker provided
- Please use caution when operating the machine and opening the kettle
- Use caution when adding oil to the pot. Close doors during cooking

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- Put Kernels into a container, (NOT POT). Have oil, salt & bags ready
- Turn “Warming and Light” switch on. This setting should be left on whenever there is any popcorn in the serving tray below the pot
- Turn ‘Heat’ on for 1 minute to warm up the pot
- Push ‘turn’ button on. Put approx. 2 Tablespoons (40 ml) of oil into pot. For salted movie style popcorn, add approx. one Teaspoon of the yellow salt to the pot now. Put 1 cup (200ml cup) popcorn kernels into the pot and shut lid. Wait for kernels to start popping. When you can no longer hear the kernels popping turn ‘Heat’ & ‘Turn’ off.
- Unlatch the pot & empty contents into serving tray by using handle to tip the pot
- Repeat until you are happy with the amount of popcorn accumulated in serving tray below
- Scoop up popcorn & serve
- Repeat the above process to make more popcorn

## Troubleshooting:

- If the power cuts out, you have most likely overloaded the power, please find an alternative power source on another circuit, or remove other appliance from the circuit. Do not plug into power boards or plug in with any other electrical item on the same power point.

## Giant Games:

- **Responsible adult** (18 years and over) must **supervise** the children at all times from no more than 1 meter from the games.
- Please use the games only as they are intended, no other way.
- Ensure the correct amount of players are playing the game. Eg do not have 10 people playing twister overcrowding the mat and creating a hazard.
- Do not take food, drink, sharp objects near or on any games, mats etc
- No face/ body paint, sand, glitter or water to be used on games.
- Do not operate the games in high winds.
- Ensure all pieces to the game are kept during the hire and returned at the end.
- We suggest creating a ‘games area’ and designating it for only the people playing the games. Spectators should remain out of this area.
- Put games away when not using them, do not leave out to pose a trip hazard.

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## Emergency Procedures:

In an EMERGENCY, the following procedures shall be carried out in a calm and efficient manner, without causing alarm:

### **Structural Collapse (inflatable starts to deflate):**

1. In the event of a structural collapse or partial failure, evacuate the patrons from the inflatable. Exits are through the entry/ exit or emergency exits in roofs if applicable.
2. Assist patrons to exit away from the bouncing area. If a patron is on the slide tell them to come down the slide calmly and exit the inflatable.
3. Check that all the patrons have been evacuated from the inflatable.
4. Assemble patrons at a safe distance away from the inflatable.
5. Notify the owner on 0450 602 644 that the inflatable has collapsed and seek assistance in resolving the issue.
6. If the failure has been attributed to a power failure, do not allow the patrons near or onto the inflatable until it has been fully inflated and tested by trained operator.
7. If the failure is due to another cause, the owner will advise when and how it is safe to allow patrons back on to the inflatable.

### **Common causes for this:**

Someone has unplugged the blower or turned off (eg a naughty kid)

The blower could have something blocking the air inlet on the side of the blower.

Someone or something has cause the extension cord to come loose.

The blower could have been moved and the air hose is not straight allowing enough air in.

### **Fire:**

1. In the event of a fire in the structure or blower fan, evacuate all the patrons from the structure.
2. Check that all the patrons are out of the inflatable and move everybody well away from it.
3. Switch off the electrical supply to the blower fan (at the power point or switchboard).
4. Call the fire service on 000.
5. Only if it is safe to do so, control the fire until the fire service arrives.
6. Notify the owner of the incident on 0450602644.

### **Injury:**

Epic Inflatables must be notified of any incidents resulting in injury. At a bare minimum Epic must be notified the following details:

Date of incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time: \_\_\_\_ : \_\_\_\_ (am/pm)

Name of person reporting incident/hazard: \_\_\_\_\_

Date reported: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Witnesses and Contact Number \_\_\_\_\_  
\_\_\_\_\_

## INJURED PARTY

Name of person injured \_\_\_\_\_

What equipment was the person on when injured, whereabouts on the unit were they:  
\_\_\_\_\_

Nature of injury – what action were they performing when it occurred?  
\_\_\_\_\_

Part of body injured (N/A if psychosocial)  
\_\_\_\_\_

## TYPE OF INCIDENT OR HAZARD

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accident – personal injury | <input type="checkbox"/> Psychological injury | <input type="checkbox"/> Hazard                             |
| <input type="checkbox"/> First aid                  | <input type="checkbox"/> Near-miss            | <input type="checkbox"/> Notifiable incident to SafeWork SA |
| <input type="checkbox"/> Medical treatment          | <input type="checkbox"/> Accident - property  |   |

# Epic Inflatables Pty Ltd- Inflatable Safety Information

**Accident:** an unplanned incident that results in personal injury or property damage

**Hazard:** a situation or thing that has the potential to harm a person, the environment or property

**Incident:** an unplanned event resulting in, or having the potential for injury, ill health, damage or other loss. Accidents and near misses are specific types of incidents.

**Injury:** any physical or psychological damage caused by exposure to a hazard

**Near-miss:** an incident that could have resulted in personal injury and / or damage to property

**Notifiable to SafeWork SA:** an employer must notify SafeWork SA of fatalities, serious injuries/illnesses or dangerous incidents that occur at work as a result of conducting the business

## INCIDENT DETAILS

Location of the incident or hazard

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Description of incident or hazard

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What factors contributed to the incident or hazard?

1. 

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2. 

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3. 

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4. 

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5. 

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6. 

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## CORRECTIVE ACTIONS

What needs to happen?	By when?	Person responsible?
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## SIGN-OFF

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of person reporting      Signature      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Supervisor's name      Signature      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Manager's name      Signature      Date