



## TEKSER TRAVEL AND TOURISM INC. HIGH RISK ACTIVITY CHECKLIST

Tekser Tourism and Travel Inc. has a due diligence responsibility to undertake a review of the Security, Fire Safety and Food Hygiene arrangements in hotels, restaurants and venues we approve or refer for use on behalf of international customers and clients involved in Incentive and Tour Group business.

We would therefore be grateful if you would complete your details below and answer the questions which follow on Security and Fire Safety. This information may be reviewed annually of during site inspections with or on behalf of customers/clients of Tekser Tourism and Travel Inc.

<b>Vendor Company name providing Activity:</b>	
<b>Vendor Company Address:</b>	
<b>Number of years operating as a business</b>	

Details of the person completing this form

<b>Name (Block Capitals):</b>	
<b>Position:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact Email Address:</b>	
<b>Date Checklist Completed:</b>	

**We understand documentary evidence to support ‘Yes’ answers is available to view if appropriate and required**

<b>FIRE SAFETY</b>	<b>Yes/No</b>
Has the activity operated by the vendor been subject to any major incidents involving personal injury requiring hospital treatment or subject to adverse publicity as a result of any major incident?	
Does the operator carry public liability insurance and are liability waivers provided by the vendor before persons engage in the activity where appropriate?	
Does the vendor use any marketing or promotional material with Tekser Tourism and Travel Inc. or the end clients, only with written permission and authorization from Tekser Tourism?	
Is the vendor subject to an independent safety audit program by a third party or local authority?	
Is there documented evidence to show maintenance and testing of any equipment used for the activities or vessels/vehicles used?	
Does the vendor have a Fleet Maintenance Program (for transportation vendor companies as appropriate)?	
Is any safety equipment required for use or worn during the high risk activity inspected on a daily basis and serviced/maintained as per manufacturer’s guidelines?	
Does the vendor employ a majority of full time experienced employees and ensure at least one full time experienced employee is on duty to supervise any temporary, contract or part time staff?	
Does the vendor conduct any form of background employee vetting or screening program on employment of new staff?	
Does the vendor have Standard Operating Procedures and/or an Operations Manuals?	
Does the vendor have emergency plans and procedures relating to all activities offered?	
Does the vendor have available or displays local authority government licenses/certification if required by law for the activity offered?	