**PREPARATION FORM - UPDATE EVALUATION**

This form is designed to help you prepare for your upcoming update evaluation, to be held online with your Qualmark Specialist. It includes questions to prompt you to consider any important updates, progress, or changes to your business since your last report.

Please review your previous Qualmark report and any feedback received from your Qualmark specialist during their last visit/call as this will assist in answering the questions below. Provides answers where you can and if any areas are not applicable mark n/a.

|  |  |
| --- | --- |
| Business Name |  |
| Completed By |  |
| Date |  |

1. Can you share any success stories or achievements that your business has experienced over the past year that align with any of Qualmark’s five pillars under the Sustainable Tourism Business Criteria?

|  |  |
| --- | --- |
|  | Answer/s |
| Business Systems |  |
| Health & Safety |  |
| Environment |  |
| People |  |
| Community & Culture |  |

1. What significant changes or improvements have been made across any or all five of the sustainable tourism business pillars since your last Qualmark evaluation and report?

|  |  |
| --- | --- |
|  | Answer/s |
| Business Systems |  |
| Health & Safety |  |
| Environment |  |
| People |  |
| Community & Culture |  |

1. What challenges, if any, have you faced across any of the pillars in the last year and how have you addressed them?

|  |  |
| --- | --- |
|  | Answer/s |
| Business Systems |  |
| Health & Safety |  |
| Environment |  |
| People |  |
| Community & Culture |  |

1. What are your main goals or areas of focus for the next 12 months?

|  |
| --- |
| Answer - |

1. Have there been any changes in your leadership, management structure, key personnel, or have you acquired or set up any new businesses in the last 12 months?

|  |
| --- |
| Answer - |

1. Have you added any new activities or experiences to your business since your last Qualmark evaluation? This would be anything new that visitors can book or undertake on site, the addition of passenger transport/transfers, or change/addition of location of an activity etc.

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| --- |
| Answer - |

1. Anything else you would like to share, get support on, or talk through during the update?

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| --- |
| Answer - |

**HEALTH & SAFETY DECLARATION**

We are operating under the SMP (Safety Management Plan) which was reviewed in our previous evaluation.

Yes

No

We declare that we have maintained the standard of our Safety Management System (SMS) and are able to demonstrate continuous improvement as required by the [HSWA 2015](https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/introduction-hswa-special-guide/). Business leaders actively drive our SMS. We have continually updated our [hazard/risk register](https://www.worksafe.govt.nz/managing-health-and-safety/managing-risks/what-risk-looks-like-in-your-industry/hotels-and-accommodation-services/). Incidents have been recorded and investigated. Workers have been appropriately trained in emergency procedures, and we have continued to support our workers wellness and wellbeing. We confirm we are operating in accordance with our safety management plan.

Yes

No

We can provide evidence we have maintained all compliance obligations. I.e. TSL – current (transport services license), COF, AAO, MTOC, CAA–SMS, Sale or supply of alcohol, DOC concession, Part 82 (Jet boat), Amusement device/WorkSafe, Public Liability insurance.

Yes

No

We can provide evidence to support this declaration **if requested** by your Qualmark specialist.

Yes

No

|  |  |
| --- | --- |
| Position |  |
| Name/Signature |  |
| Date |  |