

Objective

Create a list of all the local, national and international regulations and legislation your business has to comply with. The list must include all of the permits and licences your business must have.



1: Find out what regulations and legislation apply to your business

Find out all of the local, national and international regulations and legislation your business must comply with that relate to the following areas:

Environment | Health & Safety | Financial (e.g. taxes) | Labour & Human Rights



2: Find out what permits or licences your business must have

Find out all of the permits and licences your business must have, including any special instructions on where or how they need to be displayed. For example, some countries require hygiene permits to be displayed in a restaurant. Don't forget things like boreholes, desalination plants, waste treatment plants and animal facilities if you have them. You should also check that they are all up to date.



3: Create a document to store all of this information

Create a spreadsheet or word document where you can list all of the information you have collected. If you do not have a computer, you can write a list and keep it in a file or folder. The list should include:

- The name of the legislation, regulation, licence or permit
- Information about where you can find it. This could be a link to a website or a description of where it is stored at your property
- For permits and licences, include any instructions about where they must be displayed and any expiry dates
- The date you last checked your compliance or validity

You might be asked to show this document during your audit so make sure all of the relevant people know where to find it.



4: Prepare your licences and permits

During your audit, the auditor might ask to see any of your licences and permits. They will also check that they are current. You should spend time ensuring that you can easily find them. If any will expire before your audit, you should get them renewed or provide evidence that you have applied for them.



5: Sign and store the Travelife Declaration of Compliance

When the list is completed, it must be checked by a senior manager who is authorised to confirm that your business complies with all of the regulations and legislation. They must complete and sign the Travelife Declaration of Compliance. You should store this somewhere safe as your auditor may ask to see it.

More Information & Resources

[Travelife Legal Register example](#)
[Travelife Legal Register template](#)
[Travelife Declaration of Compliance](#)