

We recommend you use this checklist around one week prior to your audit to ensure that all the final logistical arrangements are in place for your audit day.

Action	✓
<p>Reconfirm logistics with your auditor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audit date and start time <input type="checkbox"/> Given them directions <input type="checkbox"/> Tell them where they should go at the start of the audit and who to ask for <input type="checkbox"/> Booked them a room (if you agreed to do so) 	
<p>Reconfirm staff participation on audit day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agreed what staff will accompany the auditor for the day <input type="checkbox"/> Have scheduled this time in their diaries and told them the meeting place and time on the day of the audit <input type="checkbox"/> Have ensured that a senior representative from each of the following departments is on standby all day to assist with access, questions and so on: <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance/engineering <input type="checkbox"/> Housekeeping <input type="checkbox"/> Human resources <input type="checkbox"/> Have briefed all these staff on what is expected 	
<p>Ensure all areas can be accessed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have made arrangements to ensure the auditor can access any area of the hotel. Special consideration should be given to accessing the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> Rooftops <input type="checkbox"/> Boiler rooms, service areas and service panels <input type="checkbox"/> Pool filter rooms <input type="checkbox"/> Storage cupboards/rooms, including chemical storage areas <input type="checkbox"/> A selection of guest rooms <input type="checkbox"/> Staff accommodation <input type="checkbox"/> Kitchens including walk-in chillers <input type="checkbox"/> Waste areas <input type="checkbox"/> Spa, salon and gym facilities 	
<p>Ensure business documentation is available</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have made a final check to ensure that all documentation is available for inspection. The list below includes some of the more common documentation you will be asked to show, but you should refer to the Travelife Checklist in order to complete a thorough check. <ul style="list-style-type: none"> <input type="checkbox"/> Legislation, licenses and permits <input type="checkbox"/> Employee records (wage slips, signed contracts, hours worked including overtime, training records) <input type="checkbox"/> Policies and sustainability reports <input type="checkbox"/> Records relating to energy, water, waste and hazardous substances 	

If you have any questions about your audit, please contact the Travelife Member Support team at info@travelife.org. For more resources to help you prepare for your audit, please login to the [Travelife Member Zone](#) and you can complete your self-assessment in the [Technical Zone](#).