

A1: Can you show the total amount of energy that was used (from all types and sources, e.g., electricity, gas, diesel, petrol/gasoline, kerosene) in kWh and kg CO₂e for the previous 12 months? This should be based on the monthly measurements you recorded for requirement I1.



All properties.



- Requirement I1 describes the general requirements for recording energy consumption.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the measurements listed in this requirement.

A2: Can you show the show total amount of water that was used (from all sources) in litres or cubic metres and kg CO₂e for the previous 12 months? This should be based on the monthly measurements you recorded for requirement I2.



All properties however, carbon equivalent emissions do not need to be recorded for any water the property directly sourced themselves.



- Requirement I2 describes the general requirements for recording water consumption.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the measurements listed in this requirement.

A3: Can you show the total carbon equivalent emissions from solid waste disposal for each disposal method utilised (e.g. composted, recycled, landfill and/or incinerated.) in kilograms (kg CO₂e) or metric tons (mt CO₂e) for the previous 12 months? This should be based on the monthly measurements you recorded for requirement I3.



All properties.



- Requirement I3 describes the general requirements for recording waste disposal.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the measurements listed in this requirement for each of the waste disposal methods that you use.

A4: Can you show the total carbon equivalent emissions (CO₂e) that were generated from energy, water and waste over the past 12 months? This should be based on the monthly measurements you recorded for requirement I4.



All properties.



- Requirement I4 describes the general requirements for calculating your total emissions from energy, water and waste.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the measurements listed in this requirement for each of the waste disposal methods that you use.
- It is acceptable to show net emissions after carbon credits/offsets have been deducted, but the gross total should still be visible along with the total amount being deducted. You must be able to verify any reductions through proof of exported renewable energy or carbon credit certificates.
- You may choose to add other emissions sources such as refrigerant gases, food purchasing and business travel. This is acceptable provided you can clearly show the sources Travelife specify are included in the total emissions and that we can see the totals for energy, water and waste.

A5: Can you show the total combined amount of fresh and frozen meat, dairy and seafood (high-emission food) that was purchased from the list contained in Appendix II of the Travelife Certification Requirements (in kilograms and/or litres) over the past 12 months? This should be based on the monthly measurements you recorded for requirement I5.



All properties that prepare food.



- Requirement I5 describes the general requirements for recording high emission food purchases.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the purchasing records listed in this requirement.



[Appendix to the Travelife Certification Requirements](#)

A6: Can you show the total amount of environmentally hazardous substances that were purchased (in kilograms and/or litres) over the past 12 months? This should be based on the monthly measurements you recorded for requirement I6.



All properties that have purchased environmentally hazardous substances during the 12-month period being reviewed.



- Requirement I6 describes the general requirements for recording environmentally hazardous substance purchases.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the purchasing records listed in this requirement.

A7: Can you show the total quantity of single-use plastics purchased from the list contained in the Discouraged Practices in Appendix I of the Travelife Certification Requirements over the past 12 months? This should be based on the monthly measurements you recorded for requirement I7.



All properties that have purchased single-use plastics during the 12-month period being reviewed.



- Requirement I7 describes the general requirements for recording single-use plastic purchases.
- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the purchasing records listed in this requirement.
- You may list other types of single-use plastics, but Travelife only requires you to record those listed in Appendix I of the Travelife Certification Requirements because these are the ones most commonly used in the accommodation sector, and the easiest ones to eliminate from your operation.



[Appendix to the Travelife Certification Requirements](#)

A8: Can you show that you have used the information from requirements A1 through A7 above to compare your environmental performance over the past 12 months to your performance in previous years?

If this is your first year of working with Travelife, and you did not keep monthly records, you should still be able to show you have estimated these measurements over the previous 12 months so that you have a baseline to measure your progress against.



All properties.



- Using EPIT will help you comply with this requirement.
- You must have a document/s that include all the information listed in this requirement.
- You have identified the start (and end point) of your annual review period year and this same period is used consistently for all measurements.
- Unless this is your first audit against Version 1.0 of the Travelife Certification Requirements or later, you have the same records from at least the previous year and have used these records to compare your environmental performance.

A9: Can you show that you have completed the Travelife Annual Sustainability Assessment and have used it to establish where you have the most impact, where you can make improvements and what goals or actions you should work on over the next 12 months?

If you do not wish to use the Travelife assessment template, you can use your own version if you can show that you have identified your potential impacts and opportunities for improvement in all the areas listed below, and that your assessment document has been reviewed by senior management:

- Procurement of sustainable products, goods and services.
- Procurement of products, goods and services from locally owned or operated businesses and small businesses.
- Recruitment, development and promotion of staff from the local area.
- Staff training and development.
- Equality and equity in all employment practices (anti-discrimination).
- Employee wages and benefits, including reviewing wages against inflation and the cost of living.
- Minimising greenhouse gas emissions generated from energy, water, waste and food.
- Minimising pollution of air, soil and water, including from light, noise, and erosion.
- Identifying any water scarcity/risk issues and minimising water consumption.
- Biodiversity and wildlife conservation, including identifying potential impacts of the property's operations and opportunities to contribute to the protection and support of biodiversity.
- Local economic, social and human rights issues.
- Sites of historical or cultural significance.
- Local way of life, cultures and traditions.
- Guest experience of local cultures and traditions.
- Communications with the community.
- Animal welfare.
- Interactions staff and guests can have with any vulnerable people in the community that have been identified.



All properties.



- It is essential that you fully complete this assessment before your audit. You will not comply with several requirements if this task has not been completed.
- You have answered all the questions on the Travelife Annual Sustainability Assessment or have provided an acceptable alternative that covers all the areas listed.
- There are improvements, actions or goals that have been identified.
- You completed the self-assessment in the 2 months prior to the audit.
- A member of the senior management team has approved the assessment e.g., through a signature.
- Regarding assessing water risk, [click here](#) to see a water risk map if you need to check the specific region for water challenges (e.g. drought).

A22: Have you produced and implemented an annual sustainability action plan that includes the steps you will take to meet your commitments and goals over the next 12 months?

The plan should be approved by senior management and include any improvements you identified in the Travelife Annual Sustainability Assessment (see requirement A9).

It must clearly show the following:

- The person with overall responsibility for delivering the plan.
- The person (or people) that will be working on each action.
- How you will track progress throughout the year, e.g. regular meetings, progress reports, spot checks.
- Evidence that the action plan has been approved by senior management and implemented.

Note: If you have public commitments or goals for reducing greenhouse gas emissions and will be purchasing carbon offsets/credits to meet these, details of this offsetting must be clearly shown in your plan.



All properties.



- You have documented an annual sustainability action plan that addresses how you will meet your written statements of commitment (requirements A10 to A15), the goals you have set (requirements A17 to A20) and any improvements you have decided to work on based on the outcome of the assessment you carried out in requirement A9.
- If your greenhouse gas emission goal includes using carbon credits/offsets from carbon removal projects to offset some or all the emissions you cannot reduce, details of these offsets must be included in the plan.
- The plan must show at least one community improvement initiative as detailed in requirement A14.
- If you identified any of the direct negative impacts detailed in requirement A24, the corrective actions that you will take must be shown on the plan.
- If you do not have a current Travelife Certification, you must include an action related to displaying the Travelife Certificate as per requirement D1.
- If you are undergoing your first audit and do not meet the energy efficient lighting requirement in F1, then this must be shown as an action in the plan with a deadline of no more than 2 years from this inspection audit date.
- If you are undergoing your first audit and do not meet the maximum water flow requirements (F5 to F7), then this must be shown as an action in the plan with a deadline of not more than 2 years from this inspection audit date.
- You should have evidence to show that the action plan is being implemented, this may be evidence of meetings or budgets.

A23: Does your annual sustainability action plan (requirement A22) include providing support for community improvement initiatives in your area? This could include donations of time, money, equipment or skills and should address at least one of the following areas:

- Training and education.
- Health and sanitation.
- The impact of climate change on the community.
- Protecting, preserving or enhancing local sites and traditions of historical, archaeological, cultural and spiritual significance.



All properties that are located within 100km of a community.



- The sustainability action plan (requirement A22) includes at least one action that supports the community in at least one of the areas above.
- This action should be useful and relevant to your community, ideally based on the outcome of the assessment you carried out in requirement A9.

A24: If any of the following impacts were identified from the annual sustainability assessment you carried out in requirement A9, can you show that, when possible, your annual sustainability plan (requirement A22) includes actions you will take to correct or remedy these impacts?

- Your operations are directly harming biodiversity. If you are causing direct harm to a natural ecosystem, where possible and relevant, your action should include making a contribution to a relevant conservation initiative. For example, if you have caused harm to a coral reef, your action should involve supporting a reef conservation initiative.
- Your operations are directly harming, or preventing access to, sites of cultural, spiritual or historical importance.
- Your operations are directly harming the health and wellbeing of local people.
- Your operations are directly harming the welfare of animals.



Any property that has identified a direct negative impact in any of the above areas that the business could reasonably correct or remedy.



- The sustainability action plan (requirement A22) includes corrective action to remedy the harm your operation is causing.
- Corrective actions could involve restoring something to its earlier state, a new process or policy that prevents the harm from occurring.
- If you have identified that you are directly causing a disturbance to a natural ecosystem, you must identify if there is a relevant conservation initiative then make a financial contribution to it. e.g., If you operated jet skis that harmed a reef, you must donate money to a reef conservation charity and stop this activity.

A28: Can you show that you used the results of the annual sustainability and environmental performance assessment you carried out in requirements A1 to A9 to produce an annual internal sustainability report? This must include an analysis of your sustainability performance over the past 12 months including a comparison to previous years. For example, are your greenhouse gas emissions higher or lower than last year?



Only properties undergoing a recertification or annual check-up audit.



- You have a written report that provides analysis of your performance over the past 12 months against the goals and commitments you set over the same period. A list of actions without analysis is not acceptable.
- The written report includes a comparison of your progress over the past 12 months to previous years, e.g. have your greenhouse gas emissions reduced since last year?
- You can verify any of your claims, e.g., you must be able to show that your greenhouse gas emissions have reduced.

A29: Can you show that your internal report (see requirement A28) includes a description of how well you did against the greenhouse gas emission and biodiversity goals you set in your annual sustainability action plan (see requirement A22)?



Only properties undergoing a recertification or annual check-up audit.



- Your written report specifically mentions progress against your greenhouse gas emission and biodiversity goals.
- You can verify any of your claims, e.g., you must be able to show that your greenhouse gas emissions have reduced.

A30: Can you show that your internal report (see requirement A28) includes recommendations for senior management about any changes to your commitments, goals or operational procedures that should be made in order to continue improving your environmental performance?



Only properties undergoing a recertification or annual check-up audit.



Your written report contains recommendations and/or statements relating to the goals, commitments and improvements you will work towards over the coming 12 months and, where relevant, beyond (e.g. any long-term goals).

B14: Has a person with the proper authority and experience signed the Travelife Declaration of Compliance on behalf of the business?



All properties.



- The declaration has been signed by a member of your senior management team.
- A new declaration must be provided for each Travelife audit.

C4: Can you show that you have a public sustainability document/s that was updated in the last 12 months and allows people to learn about your commitments, goals and progress?



All properties.



- You have one document or web page, or a series of relevant documents/web pages, that makes it easy for your stakeholders and the public to find out about your sustainability work.
- You review the document annually and the current published version is up to date.

C5: Can you show that your public sustainability document/s (see requirement C4) includes statements of commitment for each of the following areas?

- Reducing greenhouse gas emissions, e.g. reducing energy, water, waste, high-emission food.
- Protecting and supporting biodiversity, e.g. reducing pollution, protecting nature and wildlife.
- Protecting and respecting human rights, e.g. preventing discrimination, exploitation, harassment and promoting fair treatment.
- Safeguarding children, e.g. preventing the exploitation or abuse of children and reporting any suspected incidents.



All properties.



You have one publicly available document or web page, or a series of relevant documents/web pages, that include all these statements.

C6: Can you show that your public sustainability document/s (see requirement C4) include at least one goal related to reducing your greenhouse gas emissions and at least one other goal or target?



All properties.



- You have one publicly available document or web page, or a series of relevant documents/web pages, that includes at least two goals.
- At least one of these goals must be related to reducing greenhouse gas emissions.

C8: Can you show that your public sustainability document/s (see requirement C4) include accurate and verifiable information about progress you made against the goals you included in your previous public sustainability document/s (this is not required if you are preparing for your first ever Travelife audit).



Only properties undergoing a recertification audit or annual check-up (remote audit).



You have one publicly available document or web page, or a series of relevant documents/web pages, that include an accurate and verifiable description of the progress you have made with the goals you included in your previous public sustainability document/s.