

**HANDICRAFTS & ARTS SHOP OPERATOR - E3 (4e)
ACCREDITATION SELF-ASSESSMENT**



Entity Assessed _____

Name of Representative _____

Position held by Representative _____

Date of Assessment _____

VANUATU TOURISM OPERATORS MINIMUM STANDARDS			
✓ / ✗	Item	DoT Requirement 2015	
A. LEGAL/OPERATIONAL REQUIREMENTS			
	A1	Mandatory	Must have a valid Business Licence to operate (obtained once Tourism Permit issued)
	A2	By 2016	Must have public liability insurance
	A3	Mandatory	Must be a member of a Tourism Association recognised by the Tourism Standards Committee
B. INFORMATION & TRAINING			
	B1	Mandatory	All promoted items must be available/visible at all times
	B2	By 2016	Must have completed and passed the Tourism Handicraft Training Program offered by the DoT
C. COMMUNICATION			
	C1	Mandatory	Operations must be able to cater to English and/or French speaking tourists
D. PRESENTATION			
	D1	Mandatory	All staff must be presentable during operating hours
	D2	Mandatory	All staff must be neat, tidy and well groomed. Concessions for long beards will be made for cultural reasons
E. IDENTIFICATION			
	E1	Mandatory	Must provide the following: <ul style="list-style-type: none"> • Staff name badges for all staff
F. ENVIRONMENT			
	F1	Mandatory	Rubbish (waste) must be collected and disposed of appropriately

Signature of Representative _____
(By signing, I agree that the DoT may conduct spot checks)