

**GUESTHOUSE ACCOMMODATION OPERATOR - D3(e)
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	Mandatory	Must have a guest reservation book
	A3	Mandatory	Must have guest invoicing book
	A4	Mandatory	Must have visitors information and feedback book
	A5	Mandatory	Must be contactable 24 hours, 7 days per week
	A6	Mandatory	Must have information about tours and activities on the island available to guests
	A7	Mandatory	Must be easily accessible by guests
	A8	Mandatory	Operations must be able to cater English and/or French speaking tourists
	A9	Mandatory	A telephone must be operational 24 hours, 7 days per week
	A10	Mandatory	Clear and visible business signage on the property
	A11	By 2016	Must have public liability insurance cover
	A12	Mandatory	Must be a member of a Tourism Association recognised by Tourism Standards Committee
B. BEDROOMS			
	B1	Mandatory	Bedding must be of an acceptable condition (mattress, pillows, covers and blankets)
	B2	By 2016	Mattress is constructed foam (> 150 mm thick)
	B3	By 2016	Bedroom floor space > 9 sq mt (3x3)
	B4	Mandatory	All beds must be provided with a mosquito net
	B5	Mandatory	Must provide mosquito coil dispenser or other repellent in all guest bedrooms
	B6	Mandatory	Rubbish bin provided in each bedroom
	B7	Mandatory	Must be private
	B8	Mandatory	All bedroom entry doors must be provided with proper locks
C. BATHROOMS & TOILETS			
	C1	Mandatory	Clean water must be available
	C2	Mandatory	Shower must be of an acceptable condition
	C3	Mandatory	Must have flushing toilet with septic system or proper composting toilet
	C4	Mandatory	Must provide toilet paper holder or dispenser
	C5	Mandatory	Bin provided
	C6	Mandatory	Extra toilet roll provided
	C7	Mandatory	Toilet brush with holder provided
	C8	Mandatory	Must provide hand basin
	C9	Mandatory	Must provide a wall mirror with minimum diameter of 20 cm
	C10	Mandatory	Must have good drainage system
	C11	Mandatory	Must provide towel

	C12	Mandatory	Must provide bathing soap
	C13	Mandatory	Must be private
D. DINING FACILITIES & SERVICE			
	D1	By 2016	Meals must be available
	D2	Mandatory	Safe drinkable water must be available
	D3	Mandatory	Dining table and chairs available to cater for full house
	D4	Mandatory	Availability of sink, bench space and proper drainage system
	D5	Mandatory	Bin provided
E. GENERAL REQUIREMENTS			
	E1	Mandatory	Must provide at least some form of lighting in each room (does not need to be electric)
	E2	Mandatory	Rooms must be clean and tidy upon guest arrival
	E3	Mandatory	Daily servicing of rooms and laundry available
	E4	Mandatory	Must ensure privacy
	E5	Mandatory	Host/Manager must have separate living areas if accommodated in the same facility
	E6	Mandatory	Host must not have any criminal records relating to: * Abusive language * Sexual harassment * Assault
	E7	By 2016	Security staff available 24/7
	E8	By 2016	Building structure must meet the building code of Vanuatu
F. ENVIRONMENT			
	F1	Mandatory	Grounds outside must be well maintained
	F2	Mandatory	Rubbish must be disposed of appropriately
	F3	Mandatory	No plastic is to be burnt
G. SAFETY & EMERGENCY PROCEDURES			
	G1	By 2016	Must have fire evacuation procedures
	G2	Mandatory	Must have first aid kit available on site
	G3	By 2016	Must ensure employees have knowledge of fire equipment use, emergency and evacuation procedures
	G4	By 2016	Must have tsunami and cyclone evacuation procedures on display
	G5	Mandatory	Must ensure detailed emergency contact numbers are visible

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