

Sea Angling

Specific Quality Criteria no. 215 - Checklist

4th edition 2018

Self assessment

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**In 4th edition the specific quality criteria is based on self-assessment checklists that applicants/participants complete themselves. The applicable criteria must be completely fulfilled. A clear explanation of how each criterion is fulfilled must be given with reference to appropriate documentation e.g. employee handbook/quality manual, safety plans, photos etc. Random and/or selected criteria will be verified by the auditor.**

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| ***215-1*** | ***Safety*** | ***Yes*** | ***N/A*** | ***How fulfilled/explanation*** |
| *215-1.1* | The company has written safety plans covering all tours and services offered to customers.  |  |  |  |
| *215-1.2* | Safety plans are reviewed at least once a year. |  |  |  |
| *215-1.3* | Staff members are briefed on safety plans every year. The briefing is done according to a written procedure. |  |  |  |
| *215-1.4* | The company ensures that guides/captains operate according to safety plans. This is for example stated in employment contracts and subcontracting agreements. |  |  |  |
| *215-1.5* | The company ensures that contingency plans are at hand on everytour.  |  |  |  |
| *215-1.6* | The company maintains a list of all guides and other crewmembers, working on its behalf, employees and contractors alike, stating their education, training and experience. |  |  |  |
| *215-1.7* | A checklist has been compiled for safety equipment on tours and excursions e.g.: 1. First aid kit/equipment.
2. Communication devices.
3. Tracking devices.
4. Other equipment according to conditions on each tour.
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| *215-1.8* | A written plan for renewal and maintenance of safety equipment, based on inspection/testing, accepted criteria, age and operational lifetime among other things, is in place. |  |  |  |
| *215-1.9* | Guides/Capteins instruct customers on how to respond to emergencies. |  |  |  |
| *215-1.10* | To prepare employees for the tours/activities of each day they go through a checklist including the following items, among others: 1. Details of the itinerary and routes to be travelled.
2. Aspects relating to customers’ abilities and experience.
3. Weather forecast (captains’ check on this prior to all departures).
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| *215-1.11* | The company ensures that the captain holds appropriate certificates as required by law. (Applicable when boats are rented out without captain and guidance from the company). |  |  |  |
| *215-1.12* | Those who hire boats are made aware of the obligations involved according to Icelandic legislation. (Applicable when boats are rented out without captain and guidance from the company). |  |  |  |
| *215-1.13* | Fishing gear is well maintained, checked and cleaned regularly. |  |  |  |
| *215-1.14* | Boats are well maintained and fulfil safety requirements. All equipment is checked regularly. |  |  |  |
| *215-1.15* | One or more on-shore company employee can be in constant communication with all company vessels. |  |  |  |
| *215-1.16* | Equipment that has been used abroad is disinfected according to current applicable regulations. |  |  |  |
| *215-1.17* | Company employees instruct boat hirers on boats, equipment and usage. |  |  |  |
| *215-1.18* | The company has written guidelines on when to cancel tours due to weather. |  |  |  |
| *215-1.19* | Customers are reminded of responsible behaviour towards the environment. |  |  |  |
| ***215-2*** | ***Education and training*** | ***Yes*** | ***N/A***  | ***How fulfilled/explanation***  |
| *215-2.1* |  Guides and captains have specialized training and experience appropriate for the tour in question. |  |  |  |
| *215-2.2* |  All employees participating in tours have completed a first aid course (4 hours) from a recognised organization and attend a refresher course every two years. Applicable for employees and contractors alike. |  |  |  |