



ADVENTURE TOURISM CODE OF GOOD PRACTICE COMPLIANCE CHECKLIST



Industry Input Deadline	31 May 2023	Reference Number	SATSA AT003
Publishing Date		Review Date	

All members of the SATSA Adventure Chapter (Members) shall comply with the SATSA Adventure Tourism Code of Good Practice (hereinafter referred to as CoGP) as approved by the Adventure Chapter Committee.

Before continuing with this document, please familiarise yourself with the SATSA Adventure Tourism Code of Good Practice Guide available on www.satsa.com.

Complete the CoGP by indicating your compliance as per the tick boxes below:

1. STANDARD OPERATIONAL PROCEDURES (SOP)

An SOP is in place and is actively used	Yes	Partial	No
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The SOP addresses or refers to the following plans/strategies that are active and in use:

Risk Assessment	Yes	Partial	No
Safety Procedures	Yes	Partial	No
Incident Management Plan	Yes	Partial	No

If partial or no to any of the above, please elaborate:	
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When published, refer to SATSA’s Toolkits for guidance on the development or enhancement of the following:

- [Standard Operational Procedures Toolkit](#)
- [Risk, Safety & Incident Toolkit](#)

2. PRE-ACTIVITY

Overarching safety management system/policy/procedures are in place	Yes	No
An activity plan including risk assessment and role clarification	Yes	No
Pre-event site visits take place to ensure suitability and weather conditions	Yes	No
If not, please elaborate:		
Pre-event inspection to ensure all equipment required for the activity, including emergencies, is fit for purpose	Yes	No
A register of attendees is kept and left with someone who knows where you are going, and what time you will be back (if applicable)	Yes	No
Supervision Guidance on the level and style of supervision typically required for this activity.	Yes	No
A staff briefing agenda that includes operational factors and reminders about the activity's significant hazards, including hazard updates, and how they will be managed	Yes	No
Reminders to complete pre-activity paperwork e.g., intentions forms, client medical and contact information, waiver forms,	Yes	No

3. GUIDES AND LEADERSHIP

Leaders/Guides/Facilitators are adequately trained and assessed to ensure they have the right competencies for the care and management of each client group throughout the adventure activity, including the handling of emergency situations.	Yes	No
The SOP has a section on Leadership which includes: <ul style="list-style-type: none">• When there is more than one guide, clearly defined roles and responsibilities should be delegated as defined in the SOP.• Any changes in the leadership structure are documented and understood by the whole leadership team.	Yes	No
There is always a member of staff qualified in first aid who is available to assist every client group should this be required.	Yes	No
Drivers have valid Professional Driver Permit (PrDP) as required by law where transporting participants on public roads	Yes	No

For more information, we will **soon publish** the [Leadership & Guides Toolkit](#)

4. PARTICIPANTS

Every participant is suitably screened to ensure they have the greatest chance of enjoying and completing the activity. This screening can include the use of pre-arrival questionnaires and checklists, as well as an in-person review and discussions before the activity.	Yes	No
Participants are briefed pre-activity and informed about what the activity involves, including specific risks, skills, strength, fitness, or physical exertion required.	Yes	No
Any medical conditions, including pregnancy, that may create a risk or danger to either the client or the operator are declared before the activity so that the correct decision regarding the client's participation can be made in terms of the SOP	Yes	No

For more information, we will **soon publish** the [Participant Care Toolkit](#)

5. DURING THE ACTIVITY

Activity to be undertaken strictly according to the businesses SOP	Yes	No
Emergency procedures to take place as per the SOP, and Incident Management Plan to be applied for the correct handling of such situations.	Yes	No
Communication systems and methods in place to allow communication with the Ops centre/base/management at all times during the activity.	Yes	No

6. POST-ACTIVITY

'Activity Complete' procedure e.g., letting the person responsible know that you have finished	Yes	No
Reviewing the event with recommendations for next time, including new hazards or changes.	Yes	No
All incidents and near misses to be reported	Yes	No
Return and ongoing care of equipment and vehicles	Yes	No
Debrief of client and customer feedback	Yes	No

7. ACCEPTANCE AND SIGNATURE

I acknowledge that I am authorised to sign this document on behalf of my company and that by signing it, the company and all its employees are bound by and will adhere to the above Code of Good Practice and any changes thereof that might be ratified by the SATSA Adventure Chapter from time to time.

I hereby certify that all the information provided by me in this document is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for immediate termination regardless of the timing or circumstances of discovery.

I agree that SATSA may request any of the documents mentioned in this document as and if needed to prove adherence and that SATSA may conduct a site visit to confirm the existence of documents and processes as detailed in this document.

Company Name

Signature Name

Signature Position

Signature

Date

Place
