



FREE RESOURCE · TEMPLATE

Certificate Expiry Tracker

For Caribbean hospitality teams

See which property and workforce certificates are expiring before they become an operational problem.

How to use this template

1 Confirm what applies

Check the resource against your country or territory, property type and services. Remove anything that does not apply.

2 Name a real owner

Assign a role that can act. Avoid broad labels such as "Operations" when a specific manager should own the item.

3 Use real dates and locations

Where the resource asks for a date or evidence location, enter the actual value another manager can use.

4 Review exceptions first

Start with missing, expired, overdue or failed items. The template should help you decide what needs attention.

5 Review on a fixed rhythm

Use the resource in a monthly management review or the operating rhythm that best fits the control.

IMPORTANT

Requirements vary by country, territory, property type and service. Verify current local requirements with the relevant authorities. This resource is a planning aid, not legal or regulatory advice.

Certificate Expiry Tracker

See which property and workforce certificates are expiring before they become an operational problem.

CERTIFICATE / LICENCE	APPLIES TO	OWNER	ISSUED	EXPIRES	DAYS LEFT	EVIDENCE LOCATION	ACTION
Operating / accommodation licence	Property	[General Manager]	[Date]	[Date]		[Location]	[Renew / monitor]
Food-handler card	[Staff member]	[People Manager]	[Date]	[Date]		[Location]	[Renew / monitor]
First-aid certificate	[Staff member]	[People Manager]	[Date]	[Date]		[Location]	[Renew / monitor]
Lift / elevator inspection certificate	Property	[Chief Engineer]	[Date]	[Date]		[Location]	[Renew / monitor]
Liquor licence - if applicable	Property	[General Manager]	[Date]	[Date]		[Location]	[Renew / monitor]

Caribbean localisation check. Confirm the authorities, licences, certificates, inspection cycles and record-retention rules that apply where your property operates.

A template is a start.

CaribSafe keeps the record moving.

CaribSafe helps Caribbean hospitality teams connect recurring checks, workforce records, incidents, evidence and follow-up so managers can see what needs attention without rebuilding the story from paper, spreadsheets and messages.

[Book a 20-minute walkthrough](#)

caribsafe.com · Free to use and share