



FREE RESOURCE · TEMPLATE

Compliance Evidence Index

For Caribbean hospitality teams

Know what proves each requirement, who owns it and where another manager can find it.

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.

Compliance Evidence Index

Know what proves each requirement, who owns it and where another manager can find it.

EVIDENCE / RECORD	WHAT IT PROVES	OWNER	LOCATION	CURRENT?	REVIEW DATE
Current operating / accommodation licence	Property is currently authorised to operate	[General Manager]	[Location]	[Yes / No]	[Date]
Latest environmental-health / public-health inspection	Most recent inspection outcome and follow-up	[Operations Manager]	[Location]	[Yes / No]	[Date]
Food-handler credentials	Relevant food staff hold current credentials where required	[People Manager]	[Location]	[Yes / No]	[Date]
Food-safety monitoring records	Routine controls were completed and reviewed	[Executive Chef]	[Location]	[Yes / No]	[Date]
Potable-water test / programme records	Water controls and testing can be evidenced	[Chief Engineer]	[Location]	[Yes / No]	[Date]
Pest-management service records	Pest controls, visits and follow-up are documented	[Operations Manager]	[Location]	[Yes / No]	[Date]
Emergency drill record	Emergency exercise was completed and lessons recorded	[Safety Lead]	[Location]	[Yes / No]	[Date]
Hurricane readiness review	Pre-season readiness was reviewed and assigned	[General Manager]	[Location]	[Yes / No]	[Date]
Training / induction evidence	Staff readiness and required training can be shown	[People Manager]	[Location]	[Yes / No]	[Date]
Corrective action evidence	Findings were assigned, corrected and closed	[Operations Manager]	[Location]	[Yes / No]	[Date]

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