



FREE RESOURCE · TEMPLATE

Compliance Records Register

For Caribbean hospitality teams

Create one index of the records your property relies on, without moving every file into a new system.

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 Records Register

Create one index of the records your property relies on, without moving every file into a new system.

RECORD TYPE	OWNER	FORMAT	STORAGE LOCATION	RETENTION / REVIEW	ACCESS	LAST CHECKED
Licences and certificates	[General Manager]	[PDF / original]	[Location]	[Local / group rule]	[Roles]	[Date]
Inspection reports	[Operations Manager]	[PDF / paper]	[Location]	[Local / group rule]	[Roles]	[Date]
Food-safety records	[Executive Chef]	[Digital / paper]	[Location]	[Local / group rule]	[Roles]	[Date]
Training and induction records	[People Manager]	[Digital / paper]	[Location]	[Local / group rule]	[Roles]	[Date]
Water / pool records	[Chief Engineer]	[Digital / paper]	[Location]	[Local / group rule]	[Roles]	[Date]
Emergency-readiness records	[General Manager]	[Digital / paper]	[Location]	[Local / group rule]	[Roles]	[Date]
Corrective-action evidence	[Operations Manager]	[Digital / paper]	[Location]	[Local / group rule]	[Roles]	[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](#)

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