



FREE RESOURCE · TEMPLATE

# Compliance Responsibility Matrix

For Caribbean hospitality teams

Give every recurring compliance area one accountable role and a clear supporting team.

# 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 Responsibility Matrix

Give every recurring compliance area one accountable role and a clear supporting team.

| COMPLIANCE AREA                 | ACCOUNTABLE ROLE   | SUPPORTING ROLE(S)   | REVIEW FREQUENCY            | ESCALATE TO     | EVIDENCE LOCATION |
|---------------------------------|--------------------|----------------------|-----------------------------|-----------------|-------------------|
| Property licensing              | General Manager    | Finance / Operations | Annual / local cycle        | Owner / Group   | [Location]        |
| Food safety                     | Executive Chef     | F&B; / People        | Weekly / monthly            | General Manager | [Location]        |
| Food-handler credentials        | People Manager     | Executive Chef       | Monthly review              | General Manager | [Location]        |
| Water / pool controls           | Chief Engineer     | Operations           | Local programme             | General Manager | [Location]        |
| Pest management                 | Operations Manager | Engineering / F&B;   | Contract cycle              | General Manager | [Location]        |
| Training / induction            | People Manager     | Department Heads     | Monthly review              | General Manager | [Location]        |
| Emergency / hurricane readiness | General Manager    | Department Heads     | Pre-season / exercise cycle | Owner / Group   | [Location]        |
| Corrective actions              | Operations Manager | Finding owner        | Weekly until closed         | General Manager | [Location]        |

**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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