



FREE RESOURCE · TEMPLATE

Evidence Quality Checklist

For Caribbean hospitality teams

Check whether a record is not only present, but clear enough to prove what happened, when, by whom and what followed.

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.

Evidence Quality Checklist

Check whether a record is not only present, but clear enough to prove what happened, when, by whom and what followed.

- The record identifies the property, area or activity it relates to.
- The date and time are clear where timing matters.
- The person or role completing the activity can be identified.
- The result or observation is recorded, not just a blank signature.
- Any failed or unusual result shows what action followed.
- Supporting evidence such as a photo, certificate or report is linked where useful.
- Changes or corrections do not obscure the original record.
- The record is stored where another authorised manager can retrieve it.
- The record is still current for the requirement it is intended to prove.
- Where closure is required, a manager or competent verifier has confirmed it.

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