



FREE RESOURCE · TEMPLATE

GM Inspection Readiness Worksheet

For Caribbean hospitality teams

A seven-question management review for deciding whether the property can actually demonstrate readiness today.

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.

GM Inspection Readiness Worksheet

A seven-question management review for deciding whether the property can actually demonstrate readiness today.

1. Are every required licence and certificate current and easy to produce?

☐ Yes ☐ No ☐ Needs attention

2. Can we show the most recent inspection or internal review and what happened afterwards?

☐ Yes ☐ No ☐ Needs attention

3. Are food-safety and environmental-health records current for the services we operate?

☐ Yes ☐ No ☐ Needs attention

4. Can we identify overdue training, inductions or role-specific credentials?

☐ Yes ☐ No ☐ Needs attention

5. Are open findings and corrective actions owned, dated and progressing?

☐ Yes ☐ No ☐ Needs attention

6. Can another manager find the evidence without relying on one person's inbox or memory?

☐ Yes ☐ No ☐ Needs attention

7. If an inspector arrived today, what are the three items we would be least confident producing?

☐ Yes ☐ No ☐ Needs attention

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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