



FREE RESOURCE · TEMPLATE

Inspection Evidence Pack Checklist

For Caribbean hospitality teams

A short pre-inspection check to confirm the records most likely to be requested are current and easy to produce.

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.

Inspection Evidence Pack Checklist

A short pre-inspection check to confirm the records most likely to be requested are current and easy to produce.

Property and licensing

- Current operating/business licence
- Accommodation/tourism licence where applicable
- Current health/environmental-health certificate where applicable
- Previous inspection report and follow-up evidence

Food and public health

- Food-handler credentials where required
- Recent food-safety monitoring records
- Corrective-action records for deviations
- Water testing/control records
- Pest-management records

People and safety

- Induction and training evidence
- First-aid / role-specific credentials
- Emergency drill records
- Incident and follow-up records

Emergency readiness

- Current hurricane/emergency plan
- Named emergency roles
- Pre-season readiness review
- Recent exercise/debrief evidence

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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