



FREE RESOURCE · WORKSHEET

Operational Evidence Checklist

For Caribbean hospitality operations teams

Check whether an operational record can show what happened, when, by whom and what followed.

How to use this resource

1 Localise it

Set the roles, escalation points and reporting rules that apply to your property and jurisdiction.

2 Record facts

Capture what was observed or reported. Keep assumptions separate from factual observations.

3 Make exceptions visible

A missed check, unsafe condition or unresolved issue should stand out from normal activity.

4 Assign the next action

Use a real role, due point and escalation route rather than leaving follow-up implied.

5 Review and close

Carry open matters into handover or management review and verify closure where the risk warrants it.

IMPORTANT

This resource is operational good-practice guidance. Confirm local law, regulator reporting, privacy, insurer, security and corporate requirements before use.

Operational Evidence Checklist

Check whether an operational record can show what happened, when, by whom and what followed.

Record identifies the property / area

Date and time are clear

Person or role is identifiable

Observation or result is factual

Exception / failure is visible

Immediate action is recorded

Escalation is recorded where needed

Supporting evidence is linked

Follow-up owner and due date are clear

Closure / verification is recorded where required

A record should lead to the next action.

CaribSafe helps keep that action visible.

CaribSafe connects patrols, incidents, handovers, Lost & Found, tasks and operational evidence so managers can see what needs attention across shifts and departments.

[Book a 20-minute walkthrough](#)