

PRE- QUALIFICATION ASSESSMENT CHECKLIST FOR QUALITY AUDIT

Pre-qualification Assessment; is a prerequisite procedure under the National Accreditation Scheme for Tourism Regulatory Authority. Hotels Owners/property managers must carry out self-assessment based on each of the identified Essential Items listed on the checklist to ensure they attain the prerequisite 100% to qualify for Assessment and rating.

Essential Items; refers to both statutory requirements and basic operational standard practices that guarantees safety and comfort of both local and international guests in any hospitality establishment. The Items are crucial in the protection and promotion of the well-being of guests, staff and the property.

Due to their significance, an establishment must score 100% overall in all of the listed Essential Items to qualify for Assessment and rating.

Part A: General Information of the establishment

Name of Establishment					
Category of Establishment					
County		Sub County		Location	
Postal Address			Tel:		
Email:			Website		
Number of Rooms /Units					
Number of Beds					
Name and title of the person filling this form					

Note: 1. Availability means "the item is physically present and verifiable"

2. Conformity " "the item meets the quality standards set by the respective authorities"

3. Compliance " "the item is up to date and meets validity conditions"

4. Functionality " "the item is operational and able to meet its intended purpose"

Part B: Important: Instruction on how to fill this Form

For each of the essential item numbered on the checklist, check one box only with an x or √ (i.e. from item numbered 1 Occupational permit to 21 Hotel insurance).

- 1) Each part of the checklist will be accompanied by an explanation of the item to be inspected.
- 2) In the space to the right of the description of the item, if the decision on the item is "No," write what repairs are necessary.
- 3) Also, if "Yes" but there are additional improvement required on the items or the items is not consistent with TRA’s National Minimum Standards; write these in the space to the right.

Part C: Evaluation of the Essential Items

{Please check in the appropriate box for ‘Yes or No for each of the items}

Item No	Description of the Essential Item	Compliance level	Decision		Repair or Improvement Required
			Yes	No	
1	Occupational Permit Does the hotel have approved (a) Building Plan	Compliant with the building law			On leashold (Provide Lease agreement
		Copy availability			
	(b) Valid Occupational certificate?	Compliant with the building law			
		Copy availability			
2	Valid Operating license Does the hotel have operational licenses required under regulatory laws - Hotel and Restaurant licenses & Single Permit license?	Compliant with the regulatory laws			
		Copies availability			
3	Drainage Are there adequate & functional drains especially within and around the Kitchen area? Connected to	Compliant with the public health Act & the building code			
		Functionality			

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	main drainage systems, properly covered & have provision for grease trap?	Good state of Repair /Maintenance			
4	EIA/Environmental Audit Reports Does the hotel have a certified EIA and/or current EA report?	Compliant EMCA Act			
		Copy available			
5	Room Designation If a hotel, are the rooms clearly designated? With signs showing the location of rooms in the hotel?	Guest rooms numbered			
		Functional & stylish			
		Good State of Repair /Maintenance			

6	Safe Deposit Is there provision for any form safe deposit, either in the rooms or centrally placed? Are guests informed?	Availability			
		Functional			
		Good State of Repair /Maintenance			
7	Wash Hand Basin Is there provision of appropriately located wash hand basin at the Kitchen entry for staff? Additional wash hand basins at every working section/departments?	Availability & appropriately located			
		Functionality			
		Good State of Repair /Maintenance			
8	Wash rooms/Guest Cloak rooms Is there a provision of public wash rooms for general hotel guests?	Availability & segregated for male & female			
		Functionality			
		Good State of Repair /Maintenance			
9	Waste/Refuse Disposal Does the hotel have in place a system of waste collection, separation,	Waste bins & storage area available			
		Waste separation done correctly			

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	storage and disposal?	Inner lining & well Covered			
10	Sewage Disposal & Treatment Does the hotel have a system of sewage disposal and/or treatment? Is there a certificate from relevant authorities showing sewage is disposed and or treated appropriately where applicable?	Availability			
		Functionality			
		Certified if a septic tank in use			
11	Vermin Proofing Is the hotel regularly fumigated? Does the hotel have a certificate as evidence of previous fumigation?	Conforms to the relevant laws			
		Certificates availability to evidence the service			
12	Water Supply Does the hotel have in place a system of water supply and storage?	Availability			
		Water sources certified for use			
		Reservoir Adequate commensurate to capacity			
13	Communication System Does the hotel have appropriate system of internal and external communication?	Availability			
		Functionality			
		Good State of Repair /Maintenance			

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14	Security Systems Does the hotel have in place a security policy or system? Are all doors, windows accessible from outside lockable & secure?	Security measures Availability			
		Security apparatus			
		Functionality			
15	Fire Safety Does the hotel have proper fire Safety, protection procedures, fire notification, detection & extinguishing devices?	Availability			
		Functionality			
		Good State of Repair /Maintenance			
16	Electrical Safety Does permanently installed electrical fixtures and fittings in all areas properly fitted, free from hazards, regularly inspected and certified?	KPLC certificate Availability			
		Compliant with regular inspection requirement			
17	First Aid Is there provision for first aid kits located in essential areas? Are there trained staffs on first aid procedure?	Availability in key areas			
		Content expiry dates valid			
		Staff capable of administering first aid			
18	Qualification/experience of Management staff Property managed by a professionally qualified person, certified by recognized institutions/authority?	Manager Qualified			
		Certified by a recognized tourism training institution			
		Competence			
19	Qualification/experience of Department Heads The hotel has suitably qualified & experienced staff supervising departments/section	Key departments supervised by qualified person			
		Certified by a recognized tourism training institution			

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	operations? For 50 rooms and above, departmental heads trained from recognized institutions?	Competence			
20	Health/Medical Examination Does the hotel staff especially food handlers undergo routine medical examination?	Food handlers examined			
		Compliant with 6 months medical examination			
		Medical certificates available			
21	Hotel Insurance Is the hotel comprehensively insured under public liability insurance policy?	Property properly insured			
		Copy of insurance contract available			

Part D: Declaration on the State of Preparedness for Comprehensive Classification Assessment based on the Preceding Self-evaluation on the Essential Items

Declaration: I _____ on behalf of the establishment do hereby confirm that we have physically performed our own self-assessment of the hotel based on the Essential Items listed. We thereby certify that ALL the Essential Items are available and conform to the expected standards provided under TRA's National Minimum Standards. The establishment is therefore ready for Auditing and rating exercised by certified Auditors under the Authority.

Name of the Person Responsible for the Self-assessment

Contacts: Mobile _____ Email: _____

Signature: _____ Date: _____

Official Stamp of the Establishment

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