

## IAATO Enhanced Review/Observer Scheme Annual Internal Review Checklist

*To be completed once per season per operator and filed internally within each Member company on an annual basis. Completed checklists should be kept for [5] years.*

### Core Information

Season Start Date:		Season Finish Date:	
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### General Maintenance:

Action	Checked (inc. date where appropriate)
Review company specific information in the Membership Database, ensuring contact information, company information etc. is correct.	
Review relevant action points and decisions from last IAATO Annual Meeting, to ensure up-to-date with latest developments and requirements.	
Ensure all relevant company personnel, including new staff, who are involved in Antarctic operations have an understanding of current Antarctic & IAATO requirements.	
<b>Vessel Operators:</b> Ensure marketing and sales department personnel understand the importance of not promising visits to specific sites (e.g. Deception Island & Paradise Bay) and why.	

### Seasonal Checklist:

Action	Checked (Give Date where appropriate)
Check compliance with Recommendation XVIII-1 Guidance for those Organising and Conducting Tourism and Non-governmental Activities in the Antarctic.	
Submit Advance Notification to National Authority, ensuring planned activities are self-sufficient and will not require assistance from Parties unless previously agreed.	
Submit completed, or updated, Environmental Impact Assessment to National Authority, ensuring activities are planned to have a no more than a minor or transitory environmental impact.	
Send any updates / changes (e.g. Expedition Leader changes or Ship's Master changes) to National Authority if changes made after initial submissions.	
Submit Advance Notification to IAATO.	
Submit completed or updated Environmental Impact Assessment to IAATO.	
Submit copy of final authorisation to visit Antarctica from your National Authority to IAATO.	
Provide IAATO with a 24 hour emergency contact number should an incident occur during the season.	

Review, and if necessary update, vessel information in the IAATO vessel database, including ensure contact information is accurate (as appropriate).	
Apply for visits, if needed, to any National Antarctic Program Stations which require advance booking, in line with specific National Antarctic Program guidelines.	
Input all schedules into the ship scheduler (as appropriate)	
Update Field Operations Manual (FOM) Folders (office & field copies) with updates provided by IAATO (as appropriate).	
Review IAATO's Seasonal Instructions for office personnel, ship's masters & Expedition Leaders.	
Hire sufficient staff to maintain minimum necessary ratio for specific operation (e.g. 1 guide to 20 passengers) and maintain 75% previous Antarctic experience.	
Inform Expedition Leaders and Assistant Expedition Leaders when IAATO updates the Field Staff Only pages on the website with the FOM updates (as appropriate).	
Inform Expedition Leaders and Assistant Expedition Leaders when IAATO updates the online Field Staff Assessment (as appropriate).	
Establish reliable mechanism to distribute seasonal updates throughout season.	
Ensure there is a mechanism in place for the enrichment and education of clients about the Antarctic environment and its protection (e.g. Lectures).	
Ensure that passengers -- whether booked through charterers, wholesalers, sponsoring organisations, or directly: <ul style="list-style-type: none"> <li>• Receive the Don't Pack a Pest Leaflet in their pre-departure information or company equivalent;</li> <li>• Are requested to supply relevant medical information (as appropriate);</li> <li>• Have adequate insurance cover (as appropriate);</li> <li>• Will, prior to arrival in Antarctica, receive a copy of Recommendation XVIII-1 <i>Guidance for Visitors to the Antarctic</i> and the IAATO safety and conservation briefing or company equivalent.</li> </ul>	
<b>Vessel Operators:</b> If operating a SOLAS Passenger vessel, ensure vessel tracking system operation planned and prepared to start tracking hourly while in Antarctic waters.	
<b>Vessel Operators:</b> Ensure Master or Ice Pilot have appropriate Antarctic experience. Consider additional relevant Antarctic experience among the bridge officers, as appropriate.	
<b>Air, Land &amp; Vessel Operators:</b> provide a mechanism to ensure all field staff, officers, crew and contractors understand requirements for operating in Antarctica including relevant elements of the IAATO safety & conservation briefing.	
<b>Air Operators:</b> Ensure sub-contractors have latest updates to Antarctic Flight Instruction Manual.	