

IAATO Observer Checklist for Associate (B1) Members

Land Operations

Thank you for agreeing to participate as an IAATO Observer. The following checklist should be straightforward. When answering the questions, you can use yes, no, unsure but please include explanations. The checklist has been designed as a useful tool to ensure that obligations set forth by IAATO and the Antarctic Treaty System are met.

Please email your completed evaluation to IAATO within three weeks of participating in this program. For companies operating a full Antarctic season, it is best to complete this form as soon as possible so that the company being observed can make improvements while their Antarctic season is still in progress. If possible, please provide the company with a draft copy of this report prior to leaving the expedition.

Please submit by email to: Swellmeier@iaato.org

Any additional documents or appendices can be sent to:

By Fax: +1-401-272-2152

By Post: IAATO
11 S. Angell St., Box 302
Providence, RI 02906

Please give at least one copy to a designated representative of the company to whom you are evaluating and email the other copy to IAATO. You might find it useful to discuss your comments with a company representative while still on the expedition in order to avoid possibilities of disagreement at a later time.

Voyage/Flight/Expedition Date (embarkation and disembarkation): _____

Observers Name _____

Date of Report _____

Name of Vessel/aircraft/Expedition

Name of Tour Operator/Organizer _____

Voyage/flight sub-chartered to (if applicable) _____

Name of Expedition Leader _____

Actual Itinerary/Expedition Travelled

Please enclose the day-by-day itinerary. If the Post Visit Site Report was completed by the end of the trip, it can be appended to this report instead of describing the actual itinerary (please check with the Expedition Leader).

1. Expedition Preparation and Documentation

Was the home office efficient to work with and forthcoming with documentation? Were you provided with the same preparatory materials as all the clients? Did they arrive in a timely fashion so you could adequately prepare for your expedition?

Did the pre-departure material include a copy of the Antarctic Visitor Guidelines (ATCM Recommendation XVIII-1) and a copy of the leaflet 'Don't Pack a Pest' describing IAATO's updated biosecurity procedures, or an equivalent?

Did the pre-departure material explain that conditions can be severe and inhospitable and point out the necessity for suitable clothing?

Were clients advised that sophisticated medical care is unavailable in the Antarctic, and take out medical and evacuation insurance prior to their trip? Did they have to provide a medical questionnaire prior to their voyage?

2. Antarctic Treaty and Domestic Legislation

A. Compliance with Domestic Legislation

Did the operator receive all authorities and/or permits from government authorities required under domestic legislation in time of departure? Please list the government department and subject of the reference of each permit or authorization granted.

These documents include:

- Advance Notification
- Environmental Impact Assessment (EIA), usually either at the Initial Environmental Evaluation (IEE) or PEE (Preliminary Environmental Evaluation) level
- Permit(s) to enter Antarctic Specially Protected Areas (ASPA's) if appropriate
- Waste Management Permit if appropriate
- Other if appropriate

B. Compliance with Operator's Advance Notification and EIA

Were electronic copies of the Advance Notification and Environmental Impact Assessment (EIA), or relevant paper work (e.g. Oil Spill procedures, Waste Permits) kept in the field in an easily accessible location? Please give details.

Were the relevant operations staff familiar with the content and did the operations staff and guides adhere to these documents?

Did you note any deviations/discrepancies to the operator's EIA? If so, please describe.

C. Compliance with Management Plans

Did the operator observe all relevant management plans for Antarctic Specially Managed Areas (ASMA's) and Antarctic Specially Protected Areas (ASPA's), and were these available to relevant crew, operations manager and field guides?

Were any ASPA's entered? If so, did the operator have the required permit(s)?

Were any ASMA's or historic sites visited? If so, were relevant management plans observed?

D. Compliance with ATCM Recommendation XVIII-1

Were all activities conducted in accordance with ATCM Recommendation XVIII-1 - Guidance for those Organising and Conducting Tourism and Non-governmental Activities in the Antarctic (adopted at the Antarctic Treaty Meeting, Kyoto, 1994)?

E. Compliance with Standard Procedures for Station Visits

Were Antarctic Research Stations visited? If so, were advance notification requirements for such visits taken into account (e.g. South Pole Station, McMurdo etc.)

Was the 72-hour advance notice adhered to for all other stations? If a previously scheduled visit to a research station was cancelled, was the station notified promptly?

Did the program or station visit interfere with Antarctic scientific work?

Did the company provide any support by transporting scientists, etc.? If so, describe the briefings provided to these individuals after embarkation.

3. Aircraft Operations

Was the company being observed responsible for the air and ground handling operations? If not, and another company or National Party was responsible, please describe.

Were flight operations efficiently coordinated with other air operations?

In addition to the normal flight safety instructions were clients given any additional Antarctic specific instructions?

If flying in proximity to wildlife, did the aircrew follow ATCM Resolution 2 (2004) Guidelines for the Operation of Aircraft near Concentrations of Wildlife?

Was the Antarctic Flight Instruction Manual (AFIM) readily available and used (by the operator, or their sub-contractors)?

In general, were operations organized safely and efficiently at all times?

Did you notice any malfunctions of aircraft and/or engines at any time? If so please describe.

4. Field Camp Operation

A. Safety and Contingency Planning

Which Search and Rescue (SAR) measures were put in place to ensure self-sufficient operations? In general, would you say that the principles of self-sufficiency and sound contingency planning were observed at all times?

Were satisfactory flight safety drills conducted for all flights—intercontinental and within Antarctica—with all clients in attendance, and translated for non-English speaking clients?

Were there comprehensive briefings on safety issues conducted in the field?

Were clients advised to take precautionary measures to prevent accidents during particularly difficult weather conditions?

Were clients advised of the necessity for suitable clothing in conditions that can be severe and inhospitable?

Please list the number and qualifications of all medical personnel in the base camp.

What medical facilities and equipment were available in the base camp? What measures were taken for flights and parties leaving base camp into the field?

Was there emergency equipment available onboard aircraft, when parties left camp as well as at base camp? If so, please include a list.

Please describe the Emergency Medical Evacuation Response that was in place.

What communication equipment was located in the base camp and what communication equipment was carried by aircraft and field parties?

How were field parties accounted for and how often were they required to report in to the base camp?

For flights within Antarctica, were passenger manifests kept and if so, where were copies held?

Were field flights and field parties tracked remotely? If so, how were they tracked?

B. Waste Management

Did the field camp operation comply with Annexes II and III of the Environmental Protocol (this refers to biosecurity and steps to prevent the introduction of non-native species, and waste management procedures, etc.)?

Who was the designated person responsible for waste management?

Was the waste management plan easily available in the field and was it adhered to?

Were field staff and clients all briefed on the waste management plan as appropriate to their role and responsibility?

Please summarize the key elements of the waste management plan:

Was there oil spill equipment readily available, should an incident occur in Antarctica?

Were poultry products separated out from other food garbage and how were they ultimately disposed?

Was there a separate receptacle for battery disposal and how were they ultimately disposed?

4. IAATO Standards and Regulations

A. General Conduct of the Tour Operator

Did the operator support the basic mission of IAATO – which is to advocate, promote and practice safe and environmentally responsible private-sector travel to the Antarctic?

Was the expedition well organized and carried out, with no obvious violations of IAATO requirements? Were the activities generally conducted with a high degree of professionalism?

B. Operations Manager and Staff

Was there a Field Operations Manual (IAATO or similar tailored to the operation) in the field? Was it useful and used?

What was the standard client-to-staff ratio, and was it maintained in camp?

Did the client-to-staff ratio vary according to different activities? If so please give details.

Did at least 75% of the staff have previous experience in Antarctica?

Please enclose names of staff members, areas of specialty and years of polar (Arctic and Antarctic) or other relevant experience.

If the field camp managers were changed, was there a handover procedure?

Were you introduced to clients, and invited to staff briefings?

C. Passenger and Crew Briefings

Were the field crew briefed on ATCM Recommendation XVIII-1 (Guidance for Visitors and Tour Organizers and Operators) prior to the start of the season?

Were the field crew provided with copies of the Visitor Guidelines?

If new field crew embarked for this particular expedition were they briefed accordingly by the operations manager? If so how?

Were the clients briefed on safety and conservation prior to arriving in Antarctica? If not, why not?

Was this a mandatory briefing and if so how was this carried out?

Were copies of ATCM Recommendation XVIII-1 (Visitor Guidelines) distributed to clients with this briefing?

Were copies of the guidelines provided to non-English speaking clients in one of the following additional languages? (Spanish, French, Italian, Dutch, German, Russian, Mandarin Chinese, Japanese)

D. Biosecurity Measures

What biosecurity measures were taken prior to departure for Antarctica (for both clients and any equipment)? Was there a briefing done and a clothing check organized so that all precautions were taken to avoid the translocation of seeds and other organisms to Antarctica?

Did clients clean their backpacks, camera bags, tripods and clothing (particularly Velcro attachments and pockets) to avoid the possible translocation of diseases?

Was there a thorough cleaning of all gear (e.g. full boot and clothing decontamination incl. vacuuming) done between distinct regions? Which disinfecting solution was used?

E. Activities at Base and Field Camps

How many personnel were in the camp at one time?

How many field crew/sub-contractors were in the camp? Provide their numbers and explain their role.

Did the field staff periodically remind the visitors of appropriate codes of conduct and awareness of hazards, environmental features and scientific equipment?

Did the field staff provide educational information?

Did clients, field staff and air crew comply with ATCM Recommendation XXVIII-1, Guidance for Visitors to the Antarctic?

Was there a particularly effective way to manage clients organized by the staff? If so, please describe.

F. Visits to Wildlife Sites

Were the air crew and field guides experienced in polar wildlife?

Did the field staff set clear boundaries and remind visitors of required distances and proper behavior around wildlife?

H. Other Activities

Were there other types of activities conducted, such as kite skiing or snowmobiling? If so, please describe.

Were these activities described in the EIA and Advance Notification?

Were these organized safely and efficiently at all times? Please give a short description.

5. Other Observations and Recommendations

Please elaborate on any other comments or recommendations pursuant to the operations being observed.

Thank you for your time and attention and we hope you had an enjoyable trip.