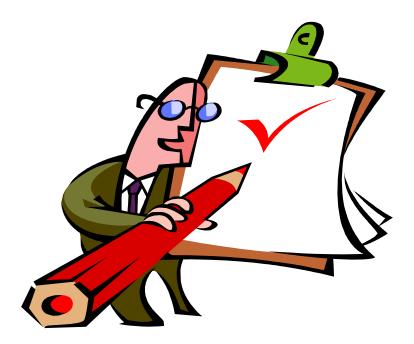
"Promoting, Protecting and Improving Marine Tourism in the South Pacific"



Benchmarking	& Certification	Checklist For

Prepared By

"Promoting, Protecting and Improving Marine Tourism in the South Pacific"

Benchmarking & Certification Checklist

Name of Operation:	
Location:	
Contact Person:	
Position:	
Phone:	Email:
Scale of Operation:	Micro (1 - 9 Customers/day OR 1 – 9 Full time employees)
	Small (10 – 99 Customers/day OR 10 – 49 Full time employees)
	Large (100 or more Customers/day OR 50 or more Full time employees)
Type(s) of Marine based	l activities: (Tick as many as applicable)
Snorkeling	Boat Trips (including glass bottom boats)
Scuba Diving	Interactive Activities (Manta Ray trips etc)
Game Fishing	Motorized Watersports (Jet skis, Jetboats etc)
Reef Fishing	Other marine based activities (Specify)
Fish Feeding	
Report date:	
Period Benchmarked: _	Period Certified:
Benchmark Expiry:	Certification Expiry:
Assessing Organization:	
Accesor.	

"Promoting, Protecting and Improving Marine Tourism in the South Pacific"

Benchmarking & Certification Checklist Guidelines

Sectors Assessed:

- 1. Marine Tourism Management
- 2. Sustainable Boating
- 3. Marine Life Based Activities (including snorkeling, SCUBA, underwater explorations, seafood consumption, souvenir purchasing)
- 4. Staff Marine Education and Environmental Enhancement
- 5. Guest Marine Education and Environmental Enhancement

Checklist Instructions:

- Sector questions are on the same page number on both Checklist and Report for ease of cross-reference.
- Fill BlueStar Checklist out FIRST
- Assess operation by checking all policies on Checklist that apply, as per criteria listed below. Evidence must be seen and type noted.
- All sectors must be completed. If the operation does not carry out some activities, indicate by checking N/A (Not Applicable).
- After checklist completed, transfer results to BlueStar Report Card.

Assessment Criteria:

- Operation attains <u>Affiliate</u> status if the minimum requirements for Benchmarking status in each sector are not met.
- Operation must check all Good Practices in Bold font to qualify for Benchmarked status for that policy.
- Operation must check all Good Practices in Normal font in addition to those in Bold to qualify for <u>Certified status</u> for that policy.
- Operation may optionally choose to check Good Practices in Italic font in addition to those in Bold when/where relevant to the operation to qualify for <u>Certified</u> status in that policy.

Sector	Activity	Page
1. Marine Tourism Management	Marine Environment/Tourism Management Plan	5-8
2. Sustainable Boating	Measures in place for safe motorized and non-powered boating	9 - 10
3. Marine Life Based Activities	Best practice measures	11 - 16
4. Staff Marine Education/ Enhancement	Appropriate and adequate staff education/training	17 - 18
5. Guest Marine Education/ Enhancement	Appropriate and adequate guest education/programmes	19 - 20

Abbreviations:

MEMP = Marine Environment Management Plan

EMP = **Environment Management Plan**

"Promoting, Protecting and Improving Marine Tourism in the South Pacific"

Sector 1

Marine Tourism Management Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
1.1 To have in place a Marine Environment	• Formulating a MEMP encourages sustainable use of marine	✓ MEMP is written and addresses policies in all sectors			
Management Plan (MEMP) (or incorporated within an existing environment committee)	resources, reduces over-fishing and destructive fishing methods.	Ensure that the MEMP has been drawn-up under the supervision of trained personnel or with the assistance of local NGOs or institutions and is actively enacted by stakeholders			
1.2 To have in place a Marine	• Establishing a Marine Environment Committee ensures	✓ Policy statement is written within MEMP or existing EMP			
Environment Committee (or has been established within an existing environment committee)	that decisions regarding the marine environment are taken responsibly during critical times and at other times	Policy actively enacted: ✓ Marine environment committee formed either within an existing environment committee or as a separate body			
		All key stakeholders involved with the operation are well represented in the committee (e.g. community, local government etc)			

Sector 1 Marine Tourism Management Checklist

Policy	Issue	Good Practice	Bench-	Cert-	N/A
			marked	ified	
1.3 To ensure that the company abides by	 Abiding by key national rules and regulations ensures 	✓ Policy statement is written within MEMP or existing EMP			
key local, national, regional and international environmental laws and regulations (e.g. Town and Country planning regulations, Health regulations) and takes into consideration recommendations proposed by the Environment Management Act	that the operation does not face any prosecution charges as violating such rules/regulations is a criminal offence	Policy actively enacted: ✓ Town and Country Planning regulations considered as appropriate ✓ Health Regulations considered as appropriate ✓ Recommendations in the Environment Management Act considered as appropriate			
1.4 To have adequate	• Some of the greatest issues affecting the	✓ Policy statement within MEMP or existing EMP			
measures in place to ensure that the marine environment and associated life forms are in no way affected by land based activities. E.g. construction works, waste water runoffs, pollution of any kind etc	marine environment are from land-based activities allowing silt, pollution and freshwater to enter the sea. • Marine protection without controlling land-based activities is ineffective	Policy actively enacted: ✓ Adequate control measures in place during construction works and operation ✓ Appropriate guidelines and recommendations are observed by being part of a recognized environmentally sustainable program e.g. Green Globe or considering recommendations			
		from "Making Small Hotels & Resorts Environmentally Sustainable: A Simple Checklist for Fiji Operators			

Sector 1 Marine Tourism Management Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
1.5 To make a commitment to conduct initial trainings for all managers and	Conducting trainings/educating staff members and decision makers regarding the marine	✓ Policy statement is written within MEMP or existing EMP	mar KCu	med	
policy makers and marine based activities staff to enhance knowledge and skills on basic coral reef ecology and policy making decisions associated with coral reefs and near shore marine environments	environment ensure the sustainability of such environment and contribute positively towards environmental and economic profitability for the operation.	Policy actively enacted -: ✓ All Policy-makers, activities staff have undergone suitable training e.g. Marine Tourism Education Course or equivalent			
1.6 To make a commitment to ensure annual staff training is undertaken e.g. refresher courses for same or replacement staff as in Sector 1.4 above	Regular trainings and education ensures that staff members are well-versed with their environment and duties, consequently contributing positively to the economic success of the operation	 ✓ Policy statement is written within MEMP or existing EMP Policy actively enacted: ✓ All activities staff have undergone suitable annual training e.g. Marine Tourism Education Course or equivalent 			
1.7 To ensure that customers are made aware of sustainability goals and actions (positive promotion of operation's sustainability goals)	Educating/informing customers on the operations sustainability goals and actions fosters appreciation for the environment and encourages customers to be better informed/educated customers	 ✓ Policy statement is written within MEMP or existing EMP Policy actively enacted: ✓ Appropriate mechanisms in place to promote active commitment to environmental sustainability 			

Sector 1 Marine Tourism Management Checklist

Policy	Issue	Good Practice	Bench-	Cert-	N/A
1.8 To encourage staff members to actively take part in enforcing marine sustainability policy	Educated/informed staff members positively contribute towards the environmental and economic success of the company by practicing/enforcing sustainability policies	 ✓ Policy statement is written within MEMP or existing EMP Policy actively enacted: ✓ Regular staff meeting with the Marine Environment Committee to discuss/highlight issues pertaining to the marine environment are conducted 	marked	ified	
1.9 To make a commitment towards annual monitoring programs for coral reefs and nearshore marine environments?	 Monitoring helps provide valuable data which could be used to make effective management plans and decisions relating to the marine environment Establishing baseline surveys and subsequently carrying out annual monitoring helps establish outbreaks/ seasonal patterns and assists in identifying abnormal algal overgrowths 	 ✓ Recognition or award schemes to show appreciation of contributions to the marine environment by dedicated staff members are in place ✓ Policy statement is written within MEMP or existing EMP Policy actively enacted: ✓ Annual monitoring are carried out by trained staff/ other independent resource persons ✓ Annual reports are produced to relevant authorities on the state of the marine environment 			

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Sector 2

Sustainable Boating Checklist

Policy	Issue	Good Practice	Bench-	Cert-	N/A
2.1 To observe appropriate codes	• Exercising appropriate codes of conduct towards sustainable	✓ Policy statement written within MEMP or existing EMP	marked	ified	
of conduct regarding boating will reduce adverse impacts on the marine environment.	Policy enacted: Appropriate information and guidelines regarding boating activities are obtained from reliable and reputable sources Coral reefs, sea grass beds,				
		other places of marine ecological significance are avoided when launching, boarding or poleing boats			
		✓ Boat captains look out for live coral when poleing boats across reef			
		✓ 30cm clearance between vessel and seabed is allowed on all tides			
		✓ Markers or buoys are placed to aid boating, walking or poleing			
		✓ Guests are briefed pre and post activity			
		✓ Educational materials are available to aid staff & guests on boat handling techniques (charts, posters etc)where appropriate			

Sustainable Boating Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A		
2.2 To take care to	• Poorly conducted or irresponsible boating	✓ Activities are planned around tides					
minimize damage to marine wild life and ecosystems while carrying out any boating activity	practices can cause severe damage to coral reefs, sea grasses, mangroves and other marine environments.	✓ Appropriate speeds are observed while traveling in low water areas, rivers, channels, reefs etc					
		✓ Guest educational materials are available to create awareness on potential negative impacts					
		✓ Boat or vessel launching sites with minimal amount of marine life are marked					
		✓ Moorings/buoys are in place for anchoring boats in ecologically sensitive areas					
		✓ Moorings/buoys are regularly rehabilitated and maintained					
		✓ Four-stroke/electric engines used where possible					
2.3 To adequately train	• Properly trained and competent staff can	✓ Trained and experienced staff are recruited					
staff members to conduct emergency procedure/first-aid in the event of accidents/ mishaps	happening in the water and on the boat by identifying problems and	happening in the water and on the boat by identifying problems and	happening in the water and on the boat by identifying problems and	✓ Staff members have satisfactorily undertook appropriate First Aid courses e.g. Red Cross etc			
•		✓ Refresher courses are conducted regularly (every year or when there are staff turnovers) (Note frequency)					
2.4 To make staff/guests aware	• Educating staff/guests on sustainable boating techniques reduces	✓ Staff educated to actively partake in sustainable boating techniques					
of the potential potential damage to the marine environment potential damage to the marine environment	✓ Guests encouraged to practice "safe and sustainable" boating techniques						
		✓ Educational materials provided for staff/guests to enhance knowledge on good practices for boating					

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Sector 3

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
3.1 To take care to avoid deliberate	Marine environmental degradation and loss of marine biodiversity due	✓ Policy statement is written within MEMP or existing EMP	markeu	med	
or regular intrusions into	to human impacts is an issue affecting all	Policy actively enacted:			
marine life habitat which may cause significant	regions of the world.	✓ Unnecessary intrusion into marine environment avoided			
foraging, territorial or breeding	aging, territorial breeding	✓ Activities such as dredging discouraged			
behaviors		✓ Educational/awareness materials to promote marine sustainability are available			
		✓ Markers/buoys are placed in areas of ecological significance			
3.2 To effectively regulate any	• Feeding of wild marine life may result in changes to their dietary behavior, feeding patterns as well as reproductive behavior.	✓ Policy statement is written within MEMP or existing EMP			
marine life feeding program to ensure minimal damage to marine life		Policy actively enacted: Appropriate information and guidelines regarding marine life feeding are obtained from reliable and reputable sources			
		✓ Feeding activities are discouraged OR			
		If feeding is to be carried out:			
		✓ Appropriate feed stuff are given			
		✓ Feeding is restricted to twice/week or less per week			
		✓ Feeding sites are rotated			
		✓ Feeding is carried out by appropriately trained staff members			

Policy	Issue	Good Practice	Bench- marked	Cert ified	N/A
	3.3 To effectively regulate any form of snorkeling trips (free/ guided), SCUBA diving underwater exploration etc:				
3.3.1 To have in place appropriate codes of conduct to minimize damage to marine life while undertaking activity in 4 above.	• Irresponsible or inexperienced snorkellers and divers regularly crush and break corals and other reef dwelling organisms with fins, equipment and body parts.	 ✓ Policy statement within MEMP or existing EMP Policy actively enacted: ✓ Appropriate information and guidelines regarding snorkeling activities are obtained from reliable and reputable sources ✓ No-contact policy is in place ✓ Environmental awareness briefings for tourists and marine enthusiasts are conducted prior to activities ✓ Snorkeling/diving sites are appropriately marked ✓ Buoyancy refreshers are conducted for scuba divers ✓ Buoys placed at resting spots 			
3.3.2 To have trained snorkel guides/staff to ensure that the environment sustains minimal damage while such activity is being carried out.	• Appropriately trained staff/guides ensure that guests practice responsible snorkeling at all times in an effort to minimize damage to marine life/environment	✓ Appropriate snorkeling training for activities staff is conducted e.g. Marine Tourism Education Course or equivalent ✓ Appropriate snorkeling programs in place for guests e.g. "Responsible Snorkeller" program etc			
3.3.3 To have available appropriate learning materials for staff/guests to enhance knowledge and experience while interacting with wild life.	 Informed staff and guests excise responsibility whilst using the marine environment and interacting with life forms. In doing so they help sustain the marine environment and at the same time appreciate the marine environment. 	 ✓ Books, videos, pamphlets, posters, etc, of commonly seen marine life are available and on display ✓ Staff and guest programs and activities in place with an educational and skill enhancing component are in place 			

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
3.4 To affectively re	 gulate specialized interactive	forms of activities or other	mai keu	meu	
-	-	ita Rays, Sharks, Turtles etc)			
3.4.1	• Intrusive or irresponsible	✓ Policy statement within			
To have in place	methods of marine	MEMP or existing EMP			
proper codes of	wildlife viewing can				
conduct and to	potentially harm and	Policy actively enacted:			
have these enforced	even kill popular	✓ Appropriate information and			
while interacting	animals, such as whales,	guidelines regarding			
with marine life.	dolphins, manatees,	specialized interactive			
	dugongs and marine	activities obtained from			
	turtles.	reliable & reputable sources			
		✓ Chasing, surrounding or			
		intimidating marine animals			
		is avoided			
		✓ Key local, national,			
		international and traditional			
		rules and regulations are			
		observed at all times			
		✓ Riding animals is avoided at			
		all times e.g. turtles, dolphins			
		✓ Littering is prohibited at all			
		times			
		✓ Feeding wild animals is			
		appropriately regulated, see			
2.4.2		Sector 3.3			
3.4.2	• Appropriately trained	✓ Adequate trainings for			
To have adequately trained staff to	staff/guides ensure that	activities staff are offered in that particular activity			
over-see and ensure	guests practice responsible viewing	✓ Appropriate programs are in			
that guests and	habits at all times in an	place for guests and staff. e.g.			
marine life forms	effort to minimize	Marine Tourism course			
are in no way	damage to marine	✓ Refresher courses are			
threatened by each	life/environment	conducted for staff annually or			
other		with staff turn-over			
3.43	• Informed staff and	✓ Books, videos, pamphlets,			
To educate staff	guests excise	posters etc of commonly seen			
and guests on the	responsibility in marine	fish, invertebrates etc are			
impacts of such	environment and	available and on display			
activities on marine	interacting with life.	Staff and guest programs and			
life forms	• In doing so they help	activities which have an			
	sustain the marine	educational and skill			
	environment and at the	enhancing component are in place			
	same time appreciate the marine environment	place			
	marine chynonnent			<u> </u>	1

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
3.5 To effectively regulate any form of recreational fishing activities (Game/ Reef)					
3.5.1 To have in place proper codes of conduct and to have these enforced while being involved in any recreational fishing activities.	• Intrusive or irresponsible methods of fishing activities pose a danger to stock depletion or possibly change the entire foodweb structures if not managed/controlled effectively	 ✓ Policy statement within MEMP or existing EMP Policy actively enacted: ✓ Appropriate information and guidelines regarding specialized interactive activities are obtained from reliable and reputable sources ✓ Key national, international regulations as well as traditional protocols pertaining to recreational fishing in the area are observed ✓ Marine pollution from fishing gear is prevented ✓ A catch-and-release fishing policy is enacted ✓ Fishing activities are limited to a maximum of twice/week per site ✓ Fishing grounds are rotated 			
3.5.2 To have adequately trained staff member(s) to conduct/supervise such activity.	• Appropriately trained and informed staff ensures that guests practice responsible fishing practices.	 ✓ Educational posters/pamphlets on the impacts of unsustainable fishing are on display ✓ Staff are adequately trained to conduct and supervise such activities ✓ Refresher courses conducted annually or with staff turn-over 			
3.5.3 To educate staff and guests on the impacts of such activity on marine life forms	• Increased knowledge and identification skills in staff and guests can help to ensure that informed decisions are made.	 ✓ Books, videos, pamphlets, posters etc of commonly seen marine life are available and on display ✓ Staff and guest programs and activities which have an educational and skill enhancing component in place. 			

June 2007 resortsupport@connect.com.fj Marine Life Based Activities Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
3.6 To effectively regulate serving of rare or endangered and threatened seafood to ensure sustainability of such activity.	 The over-harvesting of marine resources for seafood poses a serious threat to the health of near-shore and coral environments. Removal of key components of an ecosystem leads to adverse/ irreversible changes 	✓ Policy statement is written within MEMP or existing EMP			
		Policy actively enacted: ✓ Appropriate information and guidelines regarding specialized interactive activities are obtained from reliable and reputable sources			
		✓ Key national, international regulations as well as traditional protocols pertaining to seafood consumption are observed			
		✓ Ecologically sustainable practices are supported			
		✓ Guests are educated to be informed customers			
3.7 To effectively regulate trade in	The over-harvesting of marine resources as ornamental souvenirs poses a serious threat to the health of near-shore and coral environments.	✓ Policy statement is written within MEMP or existing EMP			
ornamental souvenir items to ensure sustainability of such activity		Policy actively enacted: Appropriate information and guidelines regarding specialized interactive activities are obtained from reliable and reputable sources			
		✓ Key national, local and international regulations as well as traditional protocols pertaining to export of endangered species are observed			
		✓ Selling and purchasing of marine ornamental souvenirs is avoided at all times			
		✓ Guests are educated to be informed customers			

June 2007 resortsupport@connect.com.fj Marine Life Based Activities Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
3.8 To effectively regulate handling	 Many animals do not survive when kept in captivity 	✓ Policy statement is written within MEMP or existing EMP			
and managing wild marine animals in	• Vacning conting	Policy actively enacted:			
captivity to ensure sustainability of such activity	Keeping captive animals encourages their removal from the wild and this may affect sustainable wild population	✓ Appropriate information and guidelines regarding specialized interactive activities are obtained from reliable and reputable sources			
		✓ Key local, national, international regulations as well as traditional protocols pertaining to the rearing of wild animals in captivity are adhered to.			
		✓ Marine animals kept in captivity are done so with adequate support and information from recognized sources on correct feeding and rearing techniques			
		✓ Marine animals are from a proven sustainable source			
		✓ Do not keep wild animals in captivity			
To have in place proper codes of conduct and appropriate measures to regulate any other forms of marine based activities to	 Mismanaged use of the marine environment may lead to severe and adverse damage. This may include loss of habitat, species and the economic loss in business as a result of a degraded environment 	✓ Appropriate information and guidelines regarding specialized interactive activities are obtained from reliable and reputable sources			
		the economic loss in business as a result of a degraded environment the economic loss in business as a result of a degraded environment well as trapertaining activity are	✓ Key local, national, international regulations as well as traditional protocols pertaining to the type of activity are observed		
		✓ Policies and guidelines are regularly reviewed.			

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Sector 4 Staff Marine Education and Environmental Enhancement Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
4.1 To make educational materials and programs available explaining the basic ecology of coral reefs and near	• Informed/educated staff members positively contribute to the environmental and economical success of the operation	✓ Appropriate materials & programs in place to assist staff in expanding their knowledge & skills e.g. Marine Tourism Education course or equivalent ✓ Posters and charts are in place as a visual guide to assist staff			
shore marine ecosystems to staff		members in learning general marine biology aspects ✓ Annual refresher courses are conducted for staff or with			
		staff turn-over ✓ Staff members are encouraged to share and participate in local and traditional knowledge			
To have in place a scientifically valid and appropriate marine ecosystem monitoring and enhancement project with active staff involvement.	• Involving staff members in such projects enables them to appreciate the	✓ Appropriate & scientifically valid monitoring & enhancement programs are proposed & designed			
	marine environment and therefore contribute positively towards environmental and	✓ Appropriate & scientifically valid monitoring & enhancement programs are developed and supported			
	economical success of the operation	✓ Partnerships are developed with scientific support organizations			
		✓ Staff are actively encouraged to participate in such projects			
		✓ Award or recognition programs to encourage staff members to participate in such projects are in place			
		✓ Fish wardens are established and trained for the operation and adjacent areas.			

Sector 4 Staff Marine Education and Environmental Enhancement Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
4.3 To have in place an educational/enhanc ement programme for staff to promote economic development, poverty alleviation and stakeholder health, social and spiritual well-being	• Encouraging staff members to participate in such programs promotes appreciation of their environment, educates staff on the impacts of daily marine activities on the marine environment and below well-fill living.	 ✓ Local community involvement in planning, implementing and running of reef and coastal projects is encouraged ✓ Financial benefits from marine enhancement programs are directed to community development schemes 			
	helps uplift living standards • Informed/educated staff members positively contribute to the environmental and economical success of the operation	 ✓ Improvements to community facilities such as schools, hospitals, community halls etc are supported ✓ Improvements to local health care/education, transportation schemes etc are supported ✓ Stakeholders/community are supported in small business training and establishment of trust funds and /scholarships 			

"Promoting, Protecting and Improving Marine Tourism in the South Pacific"

Sector 5 Guest Marine Education and Environmental Enhancement Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A
To make available educational materials & programs to explain the basic ecology of coral	 Informed/educated guests positively contribute to the environmental and economical success of the operation Educational materials greatly enhance the visiting experience of 	✓ Appropriate materials & programs in place to encourage guests in expanding their knowledge & appreciating the marine environment ✓ Posters or charts in place as a visual guide to assist guests in learning and interpreting general marine biology			
guests	guests.	✓ Practical and responsible marine use programs are offered			
		✓ Guests are encouraged to share/participate in local/traditional knowledge			
5.2 To have in place a scientifically valid and appropriate	• Involving guests in such projects enables them to appreciate the marine environment	✓ Appropriate & scientifically valid monitoring & enhancement programs are proposed & designed			
marine ecosystem monitoring and enhancement project with active guest involvement.	positively towards environmental and economical success of	✓ Appropriate & scientifically valid monitoring & enhancement programs are developed and supported			
 guest involvement. Such projects enhance the visiting experience of guests 	✓ Partnerships are developed with scientific support organizations				
		✓ Opportunities for guest participation are provided as & when appropriate			
		✓ Award/recognition programs to encourage guests to participate in such projects are in place			

Sector 5 Guest Marine Education and Environmental Enhancement Checklist

Policy	Issue	Good Practice	Bench- marked	Cert- ified	N/A	
5.3 To link guest participation in educational or enhancement	To link guest participate in such programs promotes appreciation of the enhancement programs to community economic development, poverty alleviation participate in such programs promotes appreciation of the environment, educates guests on the impacts of daily marine activities on the marine environment and helps foster	participate in such programs promotes appreciation of the conservation projects for guests to contribute fund to supplement active marine conservation projects	for guests to contribute funds to supplement active marine	mar Red	med	
programs to community economic development,		established to which guests pay a set fee for certain marine activities ✓ Marine Parks are established with user-entry fees.				
health, social & spiritual well-being	between guests and locals	✓ Mangroves or other endangered species are sponsored as part of conservation efforts				
		✓ Other (Specify)				