



Welcome to the time of your life...

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EOTC Contracting Checklist

The following checklist is in line with the EOTC Guidelines to help assess the level of safety management expertise provided by our organisation for your next adventure.

Refer also to clause 4 of the Bigfoot Adventures Agreement for Provision of Activities

Name of organisation: Bigfoot Adventures Ltd

Contact person: Kris Bartley

Address: PO Box 302265
North Harbour

Phone and fax: Ph 09 444 1446 or fax 09 444 1448

Email: admin@bigfootadventures.co.nz

Length of time as contractor: Since 2000

AAO number: 490 Adventure Activities exp Feb 11th, 2018
Premium exp Feb 11th, 2018

Review and Evaluation

Yes No

- 1. Do you have selection standards for your Staff?
- What are the standards?

Appropriate to the level of risk exposure and associated skills, knowledge and confidence to manage this risk, Bigfoot has a regulated safety audit competency standard to which Bigfoot instructors are selected and assigned from. Industry recognised qualifications such as NZOIA & Skills Active, plus recognised international qualifications are used as the benchmark for our competency standards.

- 2. Do you have training standards for your staff?
- What are the standards?

Relevant Skills Active Certificates incl. relevant L4 & 5 Unit standards
 Relevant NZOIA qualifications
 Tertiary Education i.e. Bachelor of Sport and Recreation from AUT
 Internal annual training- compulsory part of contractors employment structured as explained in selection



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standards.

3. Do these standards comply with nationally accepted best practice standards?
4. Does your organisation regularly monitor compliance with these standards?

- How?

We have external moderation via the regulated safety audit, plus the training and qualifications standards for the outdoor industry has a two-year validity cycle in which instructors must re-validate their qualification to keep current. Internally, Bigfoot adopts a peer monitoring system with senior competence instructors and managers co-instructing, or observing programmes. Bigfoot also collaborates with similar operators in the North Island to reflect and evaluate good practice.

Your organisation's safety procedures

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. Are records kept of incidents (fatality, near miss, injury, illness, property damage, behavioural problems)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Are logs kept of equipment use? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there a safety/risk management plan (eg RAMS or SAP) and standard operating procedures (SOPS) for each activity? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Safety/risk management plans and SOPS (including emergency procedures) for all activities this school will be involved in are attached. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Can you confirm that personnel allocated for this event meet accepted best practice standards for all activities they will lead? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



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Referees:

Please provide the names and contact details of two supporting referees that your organisation has supplied services to in the past.

Referee 1

Name: Waikato Diocesan School
Address: Waikato Diocesan School for Girls
660 River Road
Hamilton 3210
New Zealand
Phone: +64 07 855 2038

Referee 2

Name: Kristin School
Address: 360 Albany Highway
Albany 0632
New Zealand
Phone: +64 9 415 9566

The information supplied above is correct.

Signed:  _____ Date: 25/06/17

Name: Kris Bartley Position: Director