

# 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

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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](mailto:admin@bigfootadventures.co.nz)  
Time as contractor: Since 2000  
AAO number: 490 AdventureMark Safety Audit Certification - 10<sup>th</sup> February 2021 to 09 February 2024

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## Review and Evaluation

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Do you have selection standards for your Staff?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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 contactors employment structured as explained in selection standards.  |                                     |                          |
| 3. Do these standards comply with nationally accepted best practice standards?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Does your organisation regularly monitor compliance with these standards?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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: Kristin School  
Address: 360 Albany Highway  
Albany 0632  
New Zealand

Phone: +64 9 415 9566

### Referee 2

Name: Pukekohe High School  
Address: 14 Harris Street  
Pukekohe 2120  
New Zealand

Phone: +64 9 237 0117

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The information supplied above is correct.

Signed:



Date: 02/03/2021

Name: Kris Bartley

Position: Director