



Name of Tour Guide: \_\_\_\_\_ Tour: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Management Rep.: \_\_\_\_\_ Name of Inspector: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Conditions of the Inspection Process**

1. Inspections are done after the completion of license application form and payment of fees.
2. An assigned officer of the GTA will conduct inspection unannounced within 14 days of the time application was made.
3. A completed report on establishment will be submitted after inspection, listing all conformities and non-conformities.
4. Should there be any non-conformity, a period of 40 days will be extended or agreed upon with the authority to rectify the non-conformities identified.
5. The Authority reserves the right to inspect, at any reasonable time, any establishment/operation without prior notice.

*Place an X under the category that best describes this particular establishment:*

| <b>PARTICULARS</b>  | Excellent | Average | Poor | Conformity | Non-Conformity | <b>COMMENTS</b> |
|---|-----------|---------|------|------------|----------------|-----------------|
| <b><u>Registration Requirement</u></b>  |           |         |      |            |                |                 |
| Appropriate qualification for tour guide  |           |         |      |            |                |                 |
| Experience in a particular area of tour   |           |         |      |            |                |                 |
| Attended GTA tour guide training  |           |         |      |            |                |                 |
| First Aid training or CPR   |           |         |      |            |                |                 |
| Wear identification card  |           |         |      |            |                |                 |
| Appropriately attired   |           |         |      |            |                |                 |
| Physically fit/mentally sound   |           |         |      |            |                |                 |
| Hygiene   |           |         |      |            |                |                 |
|   |           |         |      |            |                |                 |
| <b><u>Responsibilities</u></b>  |           |         |      |            |                |                 |
| Conduct tours in a professional manner  |           |         |      |            |                |                 |
| Accompany the organized excursion at all times  |           |         |      |            |                |                 |
| Ascertain the safety of tour party while on tour  |           |         |      |            |                |                 |
| Ensure equipment to be used are readily accessible on tour  |           |         |      |            |                |                 |
| Provide the tour party with the opportunity to learn about our culture, heritage etc.   |           |         |      |            |                |                 |
| Provide advice as it relates to visitor safety  |           |         |      |            |                |                 |
| Adequate ratio to proportion in tour guides to tour party   |           |         |      |            |                |                 |
| Availability of tour evaluation for guest & provide responses to the GTA.   |           |         |      |            |                |                 |
| Communication skills  |           |         |      |            |                |                 |
| Special treatment for disabled persons  |           |         |      |            |                |                 |
| Provision of accurate information in relation to the standards all tour arrangement accommodation, transportation, food, services, attractions etc. |           |         |      |            |                |                 |

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Show competence in the use of the equipment on the tour |  |  |  |  |  |  |
| Effective use of time                                   |  |  |  |  |  |  |
| Exercised a high level of responsibility for tour party |  |  |  |  |  |  |
|   |  |  |  |  |  |  |

This inspection was carried out in accordance to the Tour Operators Regulations Requirement made under the GUYANA TOURISM AUTHORITY ACT 2002, where the Tour Operation's Management or its representatives and the GTA inspection officer both duly confirmed to the results at the time of inspection and observation.

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Inspection Officer

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Hotel Management Representative