

CORAL CAY CONSERVATION LIMITED
BS 8848 COMPLIANCE DOCUMENT – VERSION: 2007 + A1: 2009

Name of venture provider	Address: Telephone: Email:	Coral Cay Conservation Limited The Granary. Shoelands Farm. Puttenham. Surrey. GU10 1HL. 01483 810785 info@coralcay.org
Title of venture and destinations	Marine and Terrestrial Expeditions – Worldwide	

Clause/sub clause	Reason for inclusion	Method of proof of conformity
3.1	Venture provider	CCC are the sole venture provider as per client contacts.
3.2 a) b)	Purpose of venture	CCC contracts with staff and participants. Recce's and project summaries ensure that activities support the overall purpose. Initial information.
3.2 c)	Agrees the aims and objectives	Meeting followed by pre-departure training, Final information pack and SMT pack (if applicable).
3.2 d)	Present accurate information to stakeholders	Initial presentation, website, literature and detailed briefings.
3.2 e)	Name of venture provider and contact details	Initial presentations and application pack.
4.1 4.2.1 .2	Personal and relevant information Participant inclusion	Application and medical forms Medical and behavior criteria On on-line application form.
5.1.1	Leadership Team selection	Staff selection & application process.
5.1.2 .3	Leadership Team Competence	Training programme. Statement of Competence. Roles & responsibilities documents.
5.2.1	Venture Leader	Interview, references, training courses & Staff Preparation Conference.
5.2.2	Expedition Leader	Team/individual contracts, training courses & staff conferences.
5.2.3	Experience of team	Staff Preparation Conference & Operations Manual.
5.2.4	Loan workers	See 6.3.
5.3.1 a)	Deputy Venture Leader	Staff contracts, operations manual and training courses.
5.3.1 b)	Incapacity of Venture Leader	Leader contracts, Lines of Responsibility document. Operations Manual.
5.3.3	Gender balance	Leader contracts, Child Protection training and statements.
5.3.4	Youth expeditions	Operations Manual, SMT packs.

5.3.5	Policies	Operations Manual, Ops Room.
5.3.6	Insurance	Operations Manual, SMT & parents packs (if applicable), Notice boards, SPC.
5.4	In-country representative	In-country leadership team. Ops Room.
5.5	Home agent	Ops room, ops team, Ops manual, Operations Manual.
6.1.1	Venture Leader	Contracts.
6.1.2	Supervision	Staff Preparation Conference, Operations Manual, Risk Assessments.
6.1	Size of Leadership Team	Client meetings.
6.2	Direct supervision	Operations Manual. Training Courses. Statement of Competence.
6.3.1	Indirect supervision	Risk assessment. Operations Manual, SPC.
6.3.3	Responsibilities	Websites. Training Courses. Company Leaflets.
6.3.4 a)	Pre-training	Training Courses. Project Summaries.
6.3.4 b)	Boundaries	Rules sheet.
6.3.4 c)	Communication	Training Courses
6.3.4 d)	Progress	Review Emails.
6.3.4 e)	Termination	Leader contract. Review seasons. Contracts. Operations Manual.
6.3.4 f)	Safety	Operations Manual. Risk assessments. Communication with Ops room.
6.3.5	Competence	Risk assessments, Operations Manual, Staff Preparation Conference, Dynamic RA.
6.4	Personal time	Risk assessments, Group rules, Red & yellow cards, Contracts.
6.5	Down time	Daily briefing, R&R consent form, Buddy buddy system, Booking in/out book.
7. a)	Interview	Potential staff interview.
7. b)	References	Reference check x 2.
7. c)	Employment records	Reference check, Logbook check.
7. d)	Self-declaration	Contract, CRB, Child protection self-declaration statement.
8.1	Roles & responsibilities	Training Courses, Staff Preparation Conference, Operations Manual.
8.2	Stakeholders	Parents contract (if applicable).
8.3	Organization stakeholders	LA Memorandum of agreement (if applicable).
9.3 a)	Financial protection	ABTOT Bond.
9.3 b)	Public liability insurance	Operation Manual, Campbell Irvine.
9.3 d)	Emergency arrangements	Operations Manual, Ops room manual.
9.4 .5	Additional requirements	Initial meetings/telephone conversations, Contracts.

10.2	Budget & timetable	Team meetings, Operations Manual, Weekly emails.
10.3	Locations visited	Recce, PXR's, In-country staff,
10.4	Environmental impact	Recce, Environmental policy, Operations Manual, Staff Preparation Conference.
10.6	FCO advice	Ops room, FCO – KBUG partner, Red 24.
10.7	RAMS	Operations Manual, Ops room.
10.8	Equipment	Training Courses, Procurement emails, Operations Manual.
10.9	Event change	Operations Manual, Ops room.
11.1	Outline plan	Ops team review meetings, Team meetings.
11.2	Down time	See 6.5
11.3 .4	Down time	Initial presentations, contracts.
12	Permission	Contracts, FCO advice, Red 24, R&R consent form.
13.1 a)	Behaviour policy	Rules sheet, Red & yellow cards.
13.1 b)	Protection policy	Child protection policy, LA guidance, Role of School Coordinator contract and manual (if applicable).
13.2 a) b)	Risk & threat analysis	Operations Manual.
13.2 c)	Response plans	SOM's, Operations Manual.
13.2 d)	Reporting	Accident & near miss forms. Operations Manual.
13.2 e)	Review process	PXR's, Ops team review.
13.2.2	Risk & threat analysis	Risk assessments, Operations Manual, Pre-departure pack.
13.3 a) 1)	Security threat	Red 24, FCO advice, In-country agents.
13.3 a) 2)	Political threat	Red 24, FCO advice, In-country agents.
13.3 a) 3)	Natural hazard	Operations Manual, Recce.
13.3 a) 4)	Health threat	Operations Manual, Health briefs, Build up day, Vaccination advice.
13.3 b)	Control measures	Operations Manual, Ops room.
13.3 c)	Review	Review meetings, Group discussions, Operations Manual.
13.4.1 a) 1-3)	Risk analysis	PXR's, Recces, Ops team planning sessions.
13.4.1 b) c)	Control measures	Risk assessments, planning sessions.
13.4.2	Threat analysis	Ops team, Technical experts.
13.4.3	Monitoring	Final planning meeting, Ops room, Leadership team, Dynamic RA.
14.1	UK Legislation	Hill Dickinson.
14.2	Host country legislation	Recce, PXR's, FCO advice, Red 24, UK embassies.
14.3.1 .2	Pre-booking information	Website, Expeditions brochure, Contracts.
14.3.1.3	Contract	On-line application pack.
14.3.2.1	Contractual information	LA approved. Hill Dickinson.
14.3.2.1 a-k)	Information	Contracts, websites.

14.3.2.1 l)	Special requirements	Initial discussions.
14.3.2.1 m-n)	Timings	Contracts.
14.3.2.1 p)	Arrangements	Telephone conversations.
14.3.2.1 q)	Financial security	ABTOT Bond.
14.3.2.1 r)	Behaviour	Rules sheet, Contract, Red & yellow cards.
14.3.2.1 s)	Gender mix	See 5.3.3
14.3.2.2	Information	Contracts, Risk assessments, Team meetings.
14.3.2.4	Financial penalties	Terms and conditions.
14.4	Consent	Application form, R&R consent form.
15.1.2	Insurance cover	Ops team meeting, Campbell Irvine.
15.2	Public liability	Campbell Irvine.
15.3	Third party insurance	Risk assessments, recce, Operations Manual.
15.4 a-c)	Emergency assistance	Campbell Irvine, Operations Manual, SAS.
16.1.2 a)	Pre-venture training	Training sessions, Pre-departure pack.
16.1.2 b)	On-venture training	Operations Manual, Recce, Risk assessments, Dynamic RA.
16.1.2 c)	Competency	Training Courses. Staff Preparation Conference, Staff statement of competence.
16.2.1 a) b)	Operational procedures	Staff Preparation Conference.
16.2.2	Leader introduction	Website, Pre-departure meeting, Induction Training.
16.3.1 a-h)	Prior to the venture	Training Courses, Vaccination advice, FCO advice, Red 24.
16.3.2 a-g)	During venture	Daily briefings.
17. a-c)	Joining instruction	Pre-departure pack.
17. d-f)	Contact details	Pre-departure pack.
18. a) 1-3)	Travel	Ops team meeting, Operations Manual.
18. b)	Travel requirements	Pre-departure pack. Contracts.
18. c) 1-2)	Selecting providers	Operations Manual, Dynamic RA.
18. d) 1-2)	Advising participants	Telephone conversations, Risk assessments, Operations Manual.
18. e)	Procedures	Dynamic RA, Operations Manual, Staff Preparation Conference.
18. f)	Transport	Operations Manual, staff Preparation Conference.
18. g)	Contingency	As per 2.6
19. a-c)	Accommodation	Operations Manual, Recce, Dynamic RA, Staff Preparation Conference.
19. f-g)	Assessment	Dynamic RA, Operations Manual.
19. h) 1-3)	Accommodation arrangements	Training courses, Daily briefings.
20.1	Competence	Statement of competence, initial Interview, Training courses.
20.2 a-c)	Informed	Pre-departure pack.
20.2 d)	Environment	Training courses, Operations Manual.
20.3	Risk analysis	Risk assessments, Operations Manual, SPC.

20.4	Requirements	Ops team reviews, Operations Manual, Team meetings.
21.1	Medical support	Training programmes, RMS, ECP, SAS. Medic on-site (if applicable).
21.2	Medical professionals	ECP, RMS, SAS, Medical packs, Medical director.
21.2.1	Risk analysis	Risk assessments, Recce, RMS, BCF.
21.2.2	Screening	Medical questionnaires, Contracts, Application forms.
21.3.1	Written confirmation	Application pack, Medical questionnaires, Application forms.
21.3.2	Screening process	Expedition pre-screening process.
21.4	Prophylaxis	Training programmes. Vaccination advice.
21.5.1	Knowledge of risks	Statement of competence, Operations Manual, ECP induction programme.
21.5.2	Participants	Training courses, ECP, Build up day, Daily briefings.
21.5.3	Malarial zones	ECP, Pre-departure pack, Vaccination advice, Operations Manual.
21.5.4	Hygiene	Induction programme, SPC.
21.6.1	First aid qualifications	Statement of competence, Leader file, Contracts, ECP.
21.6.2	Communication	Satellite telephone, PLB, RMS, SAS, Email system.
21.6.3	Documentation	Medical log book, Staff Preparation Conference, PXR.
21.7 a) b)	First aid kits	Ops team review meetings, Medical director, Vaccination advice, operational stores, Operations Manual.
21.8.1	Protocols	Operations Manual, Staff Preparation Conference.
21.8.2	Training	Staff Preparation Conference, ECP.
21.8.3	Drugs	RMS, Medical log book, Operations Manual, SPC.
22.1	Cost	Website. Contracts.
22.2 a)	Budget	Operations Manual, Ops team meeting, Budget sheets.
22.2 b)	Funds	Ops team, Operations Manual, Expedition funds, Contingency fund.
22.2 c)	Management	Budget sheets, Staff Preparation Conference, PXR.
22.3	Contingency fund	Operations Manual, Contingency fund. Local bank account
23.1.2 a-c)	Communication plan	Operations Manual, Staff Preparation Conference.
23.1.3	Options	Training courses, Telephone Conversations.
23.2	Communications	Operations Manual, Comms pack, Ops manual.
23.3.1.1	Emergency	Operations Manual, Comms pack,

		Ops manual.
23.3.1.2 a-c)	Contacts	Ops team contacts, 24 hour ops room, Operations Manual.
23.3.1.2 d)	Repatriation	Ops room, SAS, Campbell Irvine, Operations Manual.
23.3.1.2 e)	Contacts	Ops manual, Operations Manual, Emergency cards.
23.3.1.3	Communications	Recce, In-country agents, Ops team, SPC.
23.3.1.4	Equipment	Staff Preparation Conference.
23.3.2	UK emergency	Pre-departure pack, Operations Manual.
23.4	Communication	Operations Manual, Comms pack.
24.1	Security threats	Ops room, Red 24, FCO advice, In-country agents.
24.2	RAMS review	Operations Manual.
24.3	Empowering	Staff Preparation Conference, Operations Manual.
25 a-h)	Contingency planning	Operations Manual, EST's, Ops room, FCO advice, Red 24.
26.1.1 .2 a)	Incident plan	Operations Manual.
26.1.2 b)	Responsibilities	Contracts.
26.1.2 c-j)	General incidents	Operations Manual, Staff Preparation Conference, Ops room, Campbell Irvine, SAS.
26.1.3	Emergency plan	Operations Manual, Comms pack. Critical Incident Management pack.
26.1.4	Incident plan summary	Critical Incident Management pack.
26.2.1	Individual care	Ops room, Comms pack, Staff Preparation Conference.
26.2.2	Reviews	PXR's, Ops team meeting, Accident and near miss forms.
27.1	Equipment	Ops team meeting, Ops stores.
27.2	Equipment use	Operations Manual, Technical advisors, Stores check, Build up day.
27.3 .1.2	Equipment risk analysis	Operations Manual, Dynamic RA, Recces.
27.4	Maintenance	Ops team review, Stores check, PXR, Operations Manual.
27.5.1	Equipment needed	Email system, Kit lists.
27.5.2	Suitable equipment	Pre-departure pack.
27.6.1.2	Equipment checks	Recces, Dynamic RA, Ops room, SPC.
28.1 a)	Evaluation	PXR, Weekly emails. Evaluation Forms.
28.1 b)	Opportunities	Regular Review Meetings.
28.1 c)	Feedback	Evaluation Forms.
28.1 d)	Review system	Ops room review meetings.
28.1 e)	Complaints	Grievance procedure, Contracts.
28.2	Evaluation	Ops team annual review meeting.
29	Conformance	CCC self-assessment (reviewed annually).