Brecon Beacons National Park Authority / Dwr Cymru Passport Scheme Check List & Verification Report for non-AALS Activity Providers

Any non-AALS Activity Provider wishing to utilise the BBNPA / DC Passport Scheme is to submit the following documentation together with its application

Name of Provider / Organisation	
Name of Person submitting application	

No.	Item	Providers confirmation of enclosure (please tick)	Verifiers confirmation (offical use only)
1	**Staffing**		
1.1	Competencies of ALL staff delivering activities – to include: NGB qualifications, NGB current membership card, First Aid etc.		
1.2	Competencies of Technical Advisor (must be BCU Level 3 Coach with discipline specific BCU 4 star) **-** to include: NGB qualifications, NGB current membership card, First Aid etc.		
2	**Policies & Procedures**		
2.1	Operational Procedures - demonstrating their currency & review process.		
2.2	Risk Assessments – Generic & Site Specific for ALL sites to be used - demonstrating their currency & review process.		
2.3	Emergency Action Plan - demonstrating its currency & review process.		
3	**Equipment**		
3.1	Evidence that all equipment to be used is 'fit for purpose', including sample 'floatation tests' on buoyancy aids.		
4	**Insurance**		
4.1	Copy of Public Liability Insurance Policy.		
4.2	Copy of Employers Liability Insurance Policy		

Verifiers Report

Name of Verifier		Verification Date	
Signature of Verifier			