

**ASSESSMENT FORM FOR HYGIENE PRACTICES FOR
MARINE TOURISM FACILITIES**

NAME OF FACILITY/VEHICLE :

FACILITY/VEHICLE ADDRESS :

PHONE – FAX NO. :

E-MAIL, WEB SITE :

CURRENT TYPE AND CLASS :

DATE AND NO. OF CERTIFICATE :

CERTIFICATE OWNER :

FACILITY/VEHICLE OFFICER :

NAME OF INSPECTOR :

INSPECTION START-DATE AND HOUR :

INSPECTION END-DATE AND HOUR :

TYPE OF INSPECTION :

(ROUTINE/FOLLOW UP/SECRET CLIENT)

CL NO. USED AND REVISION DATE :

NOTES :

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DATE OF REPORT :

INSPECTION- FOLLOW UP NO. :

(PROTOCOL NO.)

INSPECTOR'S SIGNATURE :

FACILITY/VEHICLE OFFICER'S SIGNATURE :

Name and Logo of Certificate

The name of the certificate in Turkish and in English have been determined as and the Logo has been determined as Each certificate will be enumerated by the Ministry of Culture and Tourism.

Objective

The purpose of this certificate, is to determine procedures and principles that will enable and marine tourism facilities (cruise ports, marinas, dry docks, docks and piers, yacht docks, docking areas, etc.) and marine tourism vehicles (yachts, daily tour boats, floating sea tourism vehicles, diving marine tourism vehicles and underwater and surface sports activity vehicles for tourism purposes and other marine tourism vehicles) to continue their operations safely. Besides aiming the prevention of disease transmission, the procedures and principles set the framework for how these facilities can alleviate customers' disease concerns related to pandemic and meet their high hygiene and safety expectations and plan educational workshops and trainings for employees.

Scope

The scope of this certificate covers enterprises that have received Establishment or Investment License from the Ministry of Culture and Tourism and other enterprises that will be deemed appropriate by the Ministry. The "Facility" phrases in this Certificate Form also include "Marine Tourism Vehicles", depending on their relevance.

Basis

This Evaluation Form has been prepared based on the last paragraph of Article 30 of the Tourism Promotion Law No. 2634 dated 12/3/1982

Course to be Taken and Goal

In order for sea and marine tourism facilities (cruise ship ports, marinas, dry docks, docks and piers, docking areas, etc.) and marine tourism vehicles (yachts, daily tour boats, floating sea tourism vehicles, diving marine tourism vehicles and underwater and surface sports activity vehicles for tourism purposes and other marine tourism vehicles) to meet customer expectations and gain positive perception and competitive edge, it is aimed first and foremost that they assign a dedicated administrator who will manage the whole process, prepare protocols for each and every department, ensure that all employees are being regularly trained on these issues, work effectively to ensure proper hygiene, disinfection and social distancing, follow proper Food Hygiene and Safety rules and complete disease transmission risk mitigating processes related to pandemic. Then it is aimed that they announce all their work in Türkiye and around the world and create awareness by using effective communication methods.

Collaboration and Certificate

Sea and marine facilities/vehicles can qualify to receive a certificate as long as they fulfill the following conditions: Compliance with the principles of the "Evaluation Form" prepared for the certification of sea and marine tourism facilities will be assessed at inspections carried out by the institution or organization determined by the Ministry in cooperation with the national or international hygiene and cleaning material supplier and facilities will be able to receive certificates if they possess the requisite qualifications.

ASSESSMENT FORM FOR MARINE TOURISM FACILITIES AND VEHICLES**A. MANDATORY PRACTICES*****PROCESS MANAGEMENT, SETTING STANDARDS, PREPARING PROTOCOLS***

	DESCRIPTION	YES	NO
1	Are there personnel on site responsible for meeting and monitoring certification standards in the facility?		
2	Are there protocols in place regarding hygiene practices and procedures that shall be followed in all departments and units within the facility?		
3	Are periodic follow-up forms and checklists prepared and are they periodically audited by the personnel responsible for the certificate?		
4	Are the logs and records periodically checked; are actions taken when necessary with regards to these checks?		
5	Is there alcohol-based hand antiseptic or sanitizer available in the facility?		
6	Is there alcohol-based hand antiseptic or sanitizer available in common areas?		
7	Are periodic basic trainings planned to the employees working at the facility regarding the plans and protocols to be followed in the facility?		
8	Have necessary arrangements been made to enable meetings of department managers to be held by teleconference and training programs for employees to be held by remote training (e-education) methods?		
9	Are trainings given on the use of hygienic materials and protective equipment?		
10	Are the cleaning practices regularly recorded?		
11	Are the maintenance of air conditioning / ventilation systems regularly carried out? Are the filters changed regularly?		
12	Are venues ventilated naturally when necessary?		
13	Have the commercial units in the facility been adapted to the necessary hygiene rules?		
14	Are surfaces on which hand-contact is intense such as door handles, handrails, elevator buttons, electric buttons, POS devices, TV remotes, telephones, computer keyboards, menus, table tops, salt shaker/pepper shaker frequently cleaned with water and soap and disinfected?		
15	Are all disinfection procedures monitored and put on record for traceability reasons?		
16	Do employees have certified hygiene training records from relevant NGOs in their files?		

B. ARRANGEMENTS FOR AREAS USED BY YACHT/CRUISE SHIP PASSENGERS**a) Dry Dock Area for Yachts- Maintenance and Repair Units**

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are these areas cleaned according to the prepared protocol, inspected, and put on record by the relevant administrator?			
2	Are essential hygiene rules followed in these areas?			
3	Do employees working in shops including paint, engine, wood, lathe file use personal protective equipment/gear while working?			
4	Are general hygiene practices for post-repair followed and reported?			
5	Are the materials used periodically, disinfected?			

b) Yachter Warehouses/Lockers

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are these areas periodically being cleaned, disinfected, and maintained by the relevant cleaning crew after they are used by yachters?			
2	Are there alcohol-based hand antiseptic or sanitizer available in the appropriate places in these areas?			
3	In case the key or card provided to yachters for the use of warehouses is to be used repeatedly, are they being cleaned and stored hygienically?			
4	Do the personnel who clean these areas use personal protective equipment?			

c) Toilets, Showers, Changing Rooms, Laundry- Dish Washing Areas

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are these areas cleaned and disinfected according to the protocol prepared by the facility and inspected and recorded by the relevant administrator?			
2	Are the charts prepared for general cleaning and checking of these areas signed by the relevant personnel after cleaning and then carefully archived?			
3	Do the personnel who clean these areas use personal protective equipment?			
4	Are these areas frequently ventilated?			

5	Are there hand antiseptic or sanitizer at the entrances to the toilets?			
6	Are the toilet floors, toilet bowls, urinals, sinks, faucets, door handles regularly disinfected?			
7	Are garbage bins and other cleaning equipment that are being used disinfected, periodically?			
8	Are materials such as soap, toilet paper and paper towels available in the toilets?			

d) Public Service Building

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are there alcohol-based hand antiseptic or sanitizer available in essential places in these areas?			
2	Is periodic cleaning and follow-up inspection performed in the waiting lounges, luggage pick-up points, etc. for hygienic reasons?			

e) Yachters' Recreational Facilities

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are there alcohol-based hand antiseptics or sanitizer available in essential places in these areas?			
2	After they are used, are these areas cleaned on a periodic basis for hygienic reasons?			

C. ARRANGEMENTS IN GENERAL AREAS**a) Accommodation unit (In accommodation facilities with 50 rooms and above, Certification Form for Accommodation Facilities shall be referred to instead of this Form)**

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are there alcohol-based hand antiseptics or sanitizer, protective equipment, etc. available in the reception area for guests' use?			
2	Are all relevant department personnel authorized to brief the guests and provide information about the impending procedures during check-in procedures?			
3	Are the room keys/cards, towel cards, pens, call bell, etc. disinfected and safely stored in case they are to be used repetitively?			
4	Are surfaces inside guest rooms that are contacted by hand such as telephones, kettles, television and air conditioner remotes, door and window handles disinfected immediately once the guests leave the accommodation facility?			
5	If dispensers are used for soap, shampoo, etc. products in the bathrooms, are they disinfected and used in accordance with the general cleaning standards when each guest's stay ends?			
6	Are non-disposable food serving utensils offered for reuse in the rooms being washed in dishwashers daily?			
7	Are the body temperatures of children taken before they enter the Kids Club? Is this data kept on record?			
8	Are the families of children with a fever of 38 degrees and above informed and made sure that they are picked up from the club and referred to nearest medical facility?			
9	Are there trained staff in the Kids Club?			
10	Are there hand antiseptics or sanitizer at the entrance and exit of Kids Club where children cannot reach? Is it made sure that personnel use these hand sanitizers/antiseptics?			
11	Are all the enclosed areas inside the Kids Club naturally ventilated by letting fresh air in for 10 minutes at the beginning of every hourly session?			
12	Are all the toys, hobby equipment and other tools made of easy-to-clean, easy-to-wash materials or are they all disposable?			
13	Is it made sure that especially after playgroups, toys, hobby materials, and surfaces which children have touched the most are being cleaned with water and detergent and afterwards disinfected with appropriate materials?			
14	Are there educational/informative activities on health and hygiene?			

15	Are children encouraged to wash their hands with soap frequently also including their use of toilets?			
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b) Food and Beverage Areas

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are service equipment/materials regularly cleaned before and after service, in food and beverage areas?			
2	Given that physical conditions permit, is the venue being naturally ventilated by letting fresh air in?			
3	Are the necessary disinfection processes of jointly used tea/coffee machines, water fountains, beverage machines and similar devices carried out?			
4	Are dining tables and furniture, table top equipment (excluding disposables) cleaned after each customer's use?			
5	Are there alcohol-based hand sanitizers/disinfectants etc. in the areas accessible to guests and the personnel?			
6	Is there a cleaning protocol prepared by facility management for kitchens?			
7	Do the kitchens keep a record of all applications and tasks as per kitchen cleaning protocol?			
8	Are the records mentioned in Item 10 checked?			
9	Are actions taken where necessary with respect to the cleaning verification activities?			
10	Are food safety requirements regarding food entrance & receiving, food preparation, service and presentation processes, defined?			
11	Are monitoring activities described under Food Safety kept on record?			
12	Are the monitoring activities identified under food safety verified by competent personnel?			
13	Are actions being taken, when necessary, with respect to the food safety verification activities?			
14	Are all foods in the kitchens stored in a covered manner with clean equipment suitable for the specific food?			
15	Is the layout of existing storage areas in kitchens designed taking into account different product groups and risks?			
16	Is the temperature, and humidity, where necessary, measured and recorded in the existing storage areas of the kitchens?			
17	Are the recorded temperatures and humidity readings verified by competent personnel?			

18	Are the equipment used for the measurements in the kitchens periodically calibrated and verified?			
19	Are enough number of witness samples taken every day?			
20	Is each sample taken stored under proper storage conditions for 72 hours?			
21	Do the replicate samples have labeling information?			
22	Are there any garbage bins, etc. available placed at necessary points inside the kitchen that can be stored with a covering lid?			
23	Are all the waste generated in the kitchens properly disposed of?			
24	Is it made sure that the kitchen staff are wearing work clothes and using gloves, masks, and hair nets as part of protective measures?			
25	Is the entrance of non-personnel to the kitchens under control?			
26	Are dirty and clean equipment placed separately in the dish-washing spaces inside the kitchen?			
27	Are the shelves and other spaces where kitchen equipment is placed on, clean and proper?			
28	Are the chemical cleaning materials and equipment placed separately?			
29	Is there an area in the kitchen designated for the raw materials/products to be returned/disposed of?			
30	Are there any practices that will prevent the buildup of food/detergents, etc. in the washed equipment?			
31	Is the water used in cooking meet the conditions specified in the “Regulation on Water for Human Consumption”?			
32	Are steam and ice used in cooking derived from “potable water”?			
33	In order to prevent cross-contamination, are non-processed (raw) food and processed (cooked) food stored in separate places?			
34	Are necessary measures taken to ensure that all food products, with or without packaging, never come into direct contact with the floor?			
35	Have the kitchens been secured against the presence of risky articles such as pushpins, pins, staples, broken glass, etc.?			
36	Is there a dedicated container for storing fragile materials in the kitchens?			
37	Is it ensured that no kitchen personnel carry any jewelry, rings with gems or any other accessories?			

c)Swimming Pool and Beach

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Is the chlorine level in the pool water kept between 1-3 ppm in outdoor pools and 1 to 1.5 ppm in indoor pools? Is it periodically recorded?			
2	Are the periodically measured chlorine levels recorded and verified?			
3	Are necessary actions taken if during verification of chlorine levels, a level that is outside of acceptable range is detected?			
4	Are additional actions being taken following the verification of the records of cleaning carried out by the pools and beaches?			
5	Is a record of the cleaning and sanitization activities stipulated for the toilets, showers and changing rooms by the pools and beaches kept?			

d) Sports Facilities and SPA

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are arrangements made for areas such as Saunas, Turkish Baths, Steam Baths to be cleaned after guest use?			
2	Are there hand antiseptics or sanitizers available in these areas?			
3	Is it made sure that the air quality inside the SPA is optimum and the humidity level is under control?			
4	Is it made sure that the materials used in these areas (scrub mitt, soap, shower gel, shampoo, etc.) are disposable/for single use, if possible?			

e)Sales Units

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	In the sales units inside the facility, are the surfaces on which hand-contact is intense frequently disinfected? Are these disinfection operations being kept on record?			
2	Are there hand antiseptics or sanitizers available inside the sales units?			
3	When necessary are the sales units naturally ventilated?			

f) Outdoor Exhibition and Concert Areas, Playgrounds

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	At the entrances and activity areas, are there accessible hand antiseptics or sanitizers available?			

D. MEASURES AND PRACTICES FOR PERSONNEL

	DESCRIPTION	YES	NO
1	Is there a consistent and adequate supply of protective equipment for use by personnel?		
2	Are necessary notifications being made to personnel regarding the use of these protective equipment?		
3	Are there alcohol-based hand antiseptics or sanitizers available at personnel's recreational areas?		
4	Do the personnel go through health checks before recruitment?		

E. ON-SITE VEHICLES AND PARKING SERVICES

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	Are there enough number of alcohol-based hand antiseptics/sanitizers inside the vehicles?			
2	Are frequently contacted surfaces inside the vehicles such as seats, door handles, handles cleaned before each use?			

F. WASTE MANAGEMENT

	DESCRIPTION	YES	NO
1	Is there an officer assigned by facility management to monitor the entire waste management process?		
2	Is the waste management procedure implemented and recorded according to the protocol prepared by facility management?		
3	Are the records made under Waste Management verified by competent personnel?		
4	Does the personnel use personal protective equipment (disposable gloves, apron, mask) required according to the nature of the workplace while working?		
5	Are garbage bins and other cleaning equipment that are used, periodically cleaned?		
6	Are medical and domestic waste duly collected, separated, and disposed of by the municipality or licensed companies, on a regular basis?		
7	Is the required cleaning and disinfestation in garbage rooms (if any) conducted periodically?		

G. PEST CONTROL

	DESCRIPTION	YES	NO
1	Is the pest control done according to the protocol prepared by the facility management? Is it being put on record?		
2	Are Pest Control practices verified by competent personnel and actions taken where necessary?		
3	As part of the pest control program, is disinfection done, periodically? Does the facility work with a professional pest control company?		
4	If disinfection is carried out by the facility, is it carried out by staff who was specially trained? Is it being put on record?		
5	During disinfection process, do the personnel use personal protective equipment (disposable gloves, surgical masks, hairnets, face shields, boots, overalls, etc.)?		
6	In the Pest Control file, are there any pest control plans, service manager certificates, MSDS, official documents (responsible manager, service qualification license, etc.), service contract, insurance documents belonging to the service provider?		
7	Are all gaps and wastewater channels (drains) easily cleaned and designed to prevent entry of pests (pest, rodent, etc.), leaking of odor, and discharge of waste liquids?		

H. EMERGENCY AND ISOLATION APPLICATIONS IN THE ACCOMMODATION UNIT INSIDE THE FACILITY

	DESCRIPTION	YES	NO	OUT OF SCOPE
1	In case of emergencies and in case of detection of sick, symptomatic, or suspicious cases, are the assigned personnel responsible for the ALO 184 line and certificate follow-up in the Facility informed?			
2	Is the information of the persons and institutions to be contacted in emergencies shared with necessary channels and parties?			
3	In the event that a guest is diagnosed with a pandemic-related illness and the Health Authority concludes that they do not need hospitalization, is there a written information form obliging the guest to stay in their room together with their family members or the people they are traveling with, and not leave those rooms throughout their stay on the premises?			
4	In the event that a guest tests positive for pandemic-related illness and the Health Authority concludes that they do not need hospitalization, is it possible for the guest to stay in the room they are staying in during the isolation, upon their request?			
5	Is there any protocol in place about guests in the guest isolation rooms receiving food-drinks and housekeeping services without leaving their rooms, pursuant to their accommodation contracts?			
6	Do the cleaning terms specify how textile products such as towels and sheets and dishes in the occupied guest isolation rooms must be collected separately and be washed at least at 60 degrees without any contact with the items used by other guests?			

7	Are there any cleaning specifications regarding the use and evacuation of isolation areas?			
8	Are specified cleaning practices for isolation areas recorded and verified?			
9	Is action taken if required by cleaning verifications in isolation areas?			
10	Are managers of the business informed when employees suspect that they might have contracted pandemic-related illness or show symptoms thereof?			
11	Is the relevant unit of the Ministry of Health informed about the employees who have pandemic-related illness symptoms (fever, cough and/or shortness of breath) or whose illness is detected in the tests performed in this direction?			

I. PROCUREMENT, RECEIVING GOODS AND STORAGE

	DESCRIPTION	YES	NO
1	Is the entire process to be followed for the procurement, receiving and storage of goods implemented in accordance with the protocol prepared by the facility management and monitored and recorded by the relevant manager?		
2	Does the purchasing department prefer to buy the goods primarily from licenced suppliers and do they prefer to buy primarily packaged goods?		

J. SIGNBOARD, LOGO, CERTIFICATE, AND QR CODE

	DESCRIPTION	YES	NO
1	Is the Safe Tourism Sign Board made in accordance with the rules and hung properly at the entrance of the facility?		
2	Are the Safe Tourism logo and QR code meticulously designed and visibly hung/posted?		
3	Is the Safe Tourism Certificate posted at the entrance of the facility in accordance with the rules?		

Attach a photograph (JPEG file showing the date and time of the inspection) that proves the moment of the inspection.

