

The Travel Foundation Safari Guiding Checklist

Name of lodge / camp:	Location of lodge / camp:
Name of guide observed:	Score:
Completed by:	
Signature	Company Name
Name/Position	Date Checklist Completed

Procedure (please read BEFORE completing the Checklist)

- The 'Guide to Good Practice in Animal Interactions – Wildlife Tourism' manual should be read before undertaking the Checklist, and referred to whilst completing it as necessary.
- A suitably experienced and briefed member of staff should complete the Checklist (e.g. Naturalist, Senior Guide, Guide Trainer, Conservationist), and guides can also carry it out on themselves and their fellow guides as a tool to aid their own self-development.
- Make notes during the game drive/walk, but complete the Checklist after the activity has finished. Once completed, feed back the Checklist findings to the guide.
- To complete the Checklist you will need to gain access to specific supporting material i.e. evidence of membership of a professional guiding association and qualifications etc., along with experiencing directly all guiding experiences supplied to clients by the guide (e.g. game drives, walks, visits to cultural manyattas, etc.).
- Please note that certain items in the Checklist may not be relevant. In these instances you should tick the 'N/A' (Not Applicable) box.
- Any ticks that fall within a 'No' box indicate a failing/weakness that needs to be addressed to achieve good practice. These should be referenced against the table below to determine the priority needed in addressing such issues. Those failings/weaknesses that are very severe will result in the need to potentially put a 'hold' on using the guide until the issue is remedied for the sake of client safety.
- For all failings/weaknesses identified by the Checklist, the operator and guide should draw up an action plan, with timescales indicated for improvement.
- The guide should be provided with a copy of the action plan and the operator will need to re-assess the guide at the appropriate time (see table below) to check that the identified issues have been rectified satisfactorily.
- The Checklist results in an overall grading of the guide for responsible wildlife viewing etiquette. This grading system will allow the performance of the guide to be monitored, and improved, over time.
- It is recommended that each guide be assessed versus the Checklist once every 6 months.

Points	Conditions
60	Operator recommended to put guide 'on hold' until issue remedied
4	Issue to be rectified within 1 month
3	Issue to be rectified within 3 months
2	Issue to be rectified within 6 months
1	Issue to be rectified within 1 year

GENERAL		YES	NO	N/A	Score	COMMENTS
1.	Is the guide a member of a professional safari guiding association in Kenya e.g. KPSGA?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 0		<i>Provide evidence of membership.</i>
RESPONSIBLE WILDLIFE VIEWING		YES	NO	N/A	Score	COMMENTS
2.	Is the guide professionally trained, and appropriately qualified, to take clients out on game drives / walks?	<input type="checkbox"/> 0	<input type="checkbox"/> 60	<input type="checkbox"/> 0		<i>Provide supporting evidence of training / qualification/s held.</i>
3.	Does the guide give a thorough and effective client briefing prior to entering the protected area, covering responsible wildlife viewing etiquette, and hence effectively setting and managing client expectations in relation to responsible wildlife viewing.	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
4.	Does the guide effectively manage and control irresponsible client pressures on the drive/walk, taking ultimate control of the wildlife viewing experience i.e. handle client pressures to approach too close to wildlife, go off road, etc.	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
5.	Does the guide keep sufficient distances (will vary depending on species, visibility, whether on foot or in vehicle, etc.) from wild animals, so as not to disturb them or interfere with their natural behaviours?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
6.	Does the guide approach the wildlife being viewed from the side, rather than head on, so as not to represent a threat or negatively impact on their natural behaviours?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
7.	Does the guide cease to approach wild animals that are showing avoidance tactics e.g. moving/swimming/flying away, displaying threatening/alarmed behaviours?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
8.	If using open vehicles for wildlife viewing, does the guide instruct clients to remain still, without any sudden movements, when close to wildlife?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
9.	When in close proximity to wildlife are visitors advised by the guide, and actively encouraged, to speak quietly, so as not to disturb wildlife?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
10.	When approaching wildlife with young, does the guide take extra care, so as to not separate parents from their offspring?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
Total score for page 4 =						

	RESPONSIBLE WILDLIFE VIEWING	YES	NO	N/A	Score	COMMENTS
11.	When viewing primates does the guide ensure that visitors in open vehicles or on foot are kept further than 5 meters away from the animals to help prevent the transmission of air-borne disease from visitors to primates?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
12.	Does the guide actively avoid visiting breeding sites (nests, burrows, dens, etc.)?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
13.	Does the guide have a policy of NOT using 'playback' tapes of bird sounds to attract birds so they are viewed more easily?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
14.	Does the guide respect protected area opening hours e.g. leaving the protected area by the designated time, etc.?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
15.	Does the guide always respect the speed limits when driving in wildlife areas?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
16.	When travelling in wildlife areas at night does the guide drive with extra care and attention e.g. slower speeds so as not to disturb/alarm/injure/kill wildlife and birds?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
17.	When viewing wildlife at night, does the guide avoid shining spotlight directly into the eyes of animals for prolonged periods?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
18.	When viewing wildlife at night does the guide have access to, and use as appropriate, red filters on spotlight?	<input type="checkbox"/> 0	<input type="checkbox"/> 2	<input type="checkbox"/> 0		
19.	Does the guide actively discourage the persistent use of flash photography, when this is disturbing the wildlife being viewed?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
20.	Does the guide deliberately hang back, and avoid driving close to wildlife, when there are already 5 or more vehicles viewing wildlife?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
21.	When there are already 5 vehicles viewing wildlife, and further vehicles are waiting to view, does the guide give-way to these vehicles after 10-15 minutes of viewing?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
22.	Does the guide bring the small things in the bush to life as well as the large mammals (Big 5) e.g. birds, spoor, flora, the Small 5, the Green 5 etc.?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
	Total score for page 5 =					

RESPONSIBLE WILDLIFE VIEWING		YES	NO	N/A	Score	COMMENTS
23.	Does the guide strictly adhere to a policy of NOT driving off-road in protected areas (unless this is to manoeuvre closer to a confirmed wildlife sighting, returning to the designated track again having completed the viewing)?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
24.	If leading walking activities, does the guide use different routes so as to avoid repetitive trampling on vegetation?	<input type="checkbox"/> 0	<input type="checkbox"/> 2	<input type="checkbox"/> 0		
25.	Does the guide actively discourage free contact between clients and wild animals (i.e. in client briefings PLUS by example through his/her own actions), so as to avoid stressing or transferring human diseases to wildlife?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
26.	Does the guide actively discourage the feeding of wild animals (i.e. in client briefings PLUS by example through his/her own actions), so as to avoid disturbing natural feeding behaviours?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
27.	Does the guide advise and encourage visitors to dispose of their litter and cigarette ends responsibly on game drives/walks?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
GENERAL CONSERVATION		YES	NO	N/A	Score	COMMENTS
28.	Does the guide provide information to visitors so they can make additional, personal contributions to support conservation in the area, if they so choose?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 0		
29.	Does the guide adhere to, and communicate to visitors, protected area rules and regulations, as produced by local protected area managers?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
30.	Are visitors prohibited by the guide from taking specimens from the wild e.g. flowers, animal bones, etc.?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
LOCAL COMMUNITIES		YES	NO	N/A	Score	COMMENTS
31.	Does the guide promote opportunities to visitors for cultural exchange with the local community in authentic settings, by telling them about the village tourism excursions available in the area?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
32.	Does the guide inform visitors about the culture, traditions, values etc. of the local community?	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
Total score for page 6 =						

LOCAL COMMUNITIES		YES	NO	N/A	Score	COMMENTS
33.	Does the guide provide information to visitors so they can make personal contributions to community development projects that contribute to the welfare of the local community, if they so choose?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 0		
EDUCATION		YES	NO	N/A	Score	COMMENTS
34.	Does the guide actively educate visitors about the natural heritage of the area visited?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
35.	Does the guide actively educate visitors about the cultural heritage of the area visited?	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
36.	Does the guide actively educate visitors about conservation issues concerning the wildlife/area visited?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
37.	Does the guide actively advise/inform visitors on how they can help minimise their impact on the local environment?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
38.	Do guides actively advise/inform visitors on how they can have a low impact on local cultures, if local villages are visited?	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
39.	Do guides actively educate visitors about the threats to wildlife (and other natural elements) of purchasing curios made from wild animal products and materials from unsustainable sources, e.g. ivory, skins, teeth, hair, feathers, quills, shells, coral, hard wood, etc.?	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
CUSTOMER SAFETY		YES	NO	N/A	Score	COMMENTS
40.	Does the guide issue clear guidelines to clients covering safety whilst undertaking wildlife tourism activities?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
41.	Is the guide trained in first aid and relevant emergency situations involving wildlife?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
42.	Does the guide have access to radio communications and/or a satellite phone whilst on drives/walks in case of emergencies?	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
43.	Is the guide trained and competent in basic bush mechanics e.g. how to change a wheel, etc.?	<input type="checkbox"/> 0	<input type="checkbox"/> 3	<input type="checkbox"/> 0		
44.	Does the guide check that the vehicle used is fully equipped to deal with emergencies e.g. first aid kit, water, blankets, spade (in case get stuck), jack, spare tyre, towing rope, etc.	<input type="checkbox"/> 0	<input type="checkbox"/> 4	<input type="checkbox"/> 0		
Total score for page 7 =						

Enter scores for each page	
Total score for page 4	
Total score for page 5	
Total score for page 6	
Total score for page 7	
Checklist Total	

Comments: