

Self-Assessment Report of MICE Venue Application
For ASEAN MICE Venue Standards

Physical Setting (P)				
Major Criteria	Requirements & Scoring	Method of Assessment & Evidence	Score Estimated	Comments
Meeting Room Physical Setting & Functions				
P01 The condition of meeting room and the pre-functional area	3 Clean & well-organized and functional, and appropriately decorated 2 Clean & well-organized and functional 1 Clean 0 None of the above	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P02 Space for exhibitions in the pre-functional area of the meeting room (This space should be located not more than 20 meters from the meeting room)	3 There is a space relative to the size of the meeting room for exhibitions with electrical source, and appropriate decorations. 2 There is a space for small exhibitions with electrical source and with some decorations 1 There is a space for small exhibitions with no electrical source 0 No space within the range of 20 meters from the meeting venue	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P03 Walls and/or partitions of the meeting room	3 Wall and/or partitions are appropriate. This includes the structure,	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or 		

	<p>the soundproof features and the decoration.</p> <p>2 Wall and/or partitions are fair. There is a fair condition of the structure, and the soundproof features</p> <p>1 Wall and/or partitions need improvement.</p> <p>There is a poor condition of the structure, and soundproof features.</p> <p>0 Wall and/or partitions need improvement.</p> <p>There is a poor condition of the structure, the soundproof features and the decoration.</p>	written comments		
P04 Tables	<p>3 Clean, Sufficient, Functional and Adaptable with variety of settings</p> <p>2 Clean, Sufficient, and Functional</p> <p>1 Clean & Sufficient</p> <p>0 None of the above</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P05 Chairs	<p>3 Clean, Sufficient, Functional and Adaptable with variety of settings</p> <p>2 Clean, Sufficient, and Functional</p> <p>1 Clean & Sufficient</p> <p>0 None of the above</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments" 		

<p>P06 Stationery & materials available for the meeting participants</p> <p>Flip chart paper</p> <ul style="list-style-type: none"> ● Flip chart stand ● Notepad/Writing Paper ● Pen/Pencil ● Marker ● Pointer ● Clicker 	<p>3 Complete all requirements</p> <p>2 Complete 4-6</p> <p>1 Complete 1-3 requirement</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P07 Facilities & furniture of the meeting room</p> <p>An adjustable & firm stage</p> <p>An area for a backdrop</p> <ul style="list-style-type: none"> ● Podium ● Sofa for speakers/meeting chairperson ● Speaker's table/podium flower decoration ● Registration table ● Registration pads 	<p>3 Complete all requirements</p> <p>2 Complete 4-6 requirements</p> <p>1 Complete 1-3 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P08 Cleanliness of meeting room</p> <ul style="list-style-type: none"> ● Meeting room is well-kept. Free of dust and smell. ● Meeting equipment and all amenities are well-kept. Free of dust or stain. ● There is a concrete policy in cleaning 	<p>3 Complete all requirements</p> <p>2 Complete 3 requirements</p> <p>1 Complete 1-2 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection & Document review ● Photograph and/or written comments & Related documents 		

<p>and monitoring process.</p> <ul style="list-style-type: none"> • There is an adequate number of cleaner staff during the event. 				
Meeting Room's Compound				
<p>P09 Reception, registration & waiting areas (This space should be located not more than 20 meter from the meeting room)</p>	<p>3 Clean & well-organized and functional, and appropriately decorated of reception, registration, and waiting areas. There is a consistent usage of stationery, table clothes (if any) as well as table and chairs with the meeting room</p> <p>2 Clean & well-organized and functional of reception, registration, and waiting areas</p> <p>1 Availability of reception, registration' and waiting areas but the conditions need an improvement</p> <p>0 No reception, registration, and waiting areas within 20 meters from the meeting room</p>	<ul style="list-style-type: none"> • Inspection • Photograph and/or written comments 		
<p>P10 Breakout rooms</p>	<p>3 Clean & well-organized and functional, and appropriately decorated</p> <p>2 Clean & well-organized and functional</p>	<ul style="list-style-type: none"> • Inspection • Photograph and/or written comments 		

	<p>1 Availability of breakout rooms but the conditions need an improvement</p> <p>0 No breakout rooms</p>			
P11 Capacity to accommodate of the breakout rooms	<p>3 70% of the total capacity of a meeting room</p> <p>2 60% of the total capacity of a meeting room</p> <p>1 50% of the total capacity of a meeting room</p> <p>0 Less than 50% of the total capacity of a meeting room</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P12 VIP & special purpose reception room, dressing rooms, and cloakrooms	<p>3 The space can be set up and separated from the meeting room, with appropriate facilities</p> <p>2 The space can be set up and separated from the meeting room, with some facilities</p> <p>1 The space can be set up and not separated from the meeting room, with some facilities</p> <p>0 No space</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P13 Security arrangement for VIPs	<p>3 There is a possible VIP security arrangement in term of both physical setting and staff. There is a concrete policy and document for this purpose.</p>	<ul style="list-style-type: none"> ● Inspection & Interview ● Photograph and/or written comments 		

	<p>2 There is a possible VIP security arrangement in term of both physical setting and staff</p> <p>1 There is a possible VIP security arrangement in term of physical setting or staff</p> <p>0 There is no VIP security arrangement possible, both physical setting and staff</p>	<p>& Interview records</p>		
<p>P14 Space for conference organizers/for secretariat room (This space should be located not more than 300 meters from the meeting venue)</p>	<p>3 There is a space with electrical source, furnishing and air-conditioning</p> <p>2 There is a space with electrical source, and furnishing</p> <p>1 There is a space with no electrical source, no furnishing and no air-conditioning</p> <p>0 No space</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P15 Media centers</p>	<p>3 The space can be set up, dedicated for a meeting event, with sufficient and good condition of facilities. A list of suppliers to rent or lease facilities is also available upon request.</p> <p>2 The space can be set up or there is a shared space, with sufficient and</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		

	<p>good condition of shared facilities</p> <p>1 The space can be set up or there is a shared space, with some shared facilities</p> <p>0 No space</p>			
P16 Support for meeting participants with disabilities	<p>3 There are sufficient facilities supporting meeting participants with disabilities. There are staff who are trained to provide services to disabled meeting participants.</p> <p>2 There are sufficient facilities supporting meeting participants with disabilities</p> <p>1 There are minimum facilities supporting meeting participants with disabilities</p> <p>0 There are no facilities supporting meeting participants with disabilities</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P17 Prayer rooms	<p>3 There is a permanent space or a space that can be set up, separated for males/females with appropriate facilities</p> <p>2 The space can be set up, separated for males/females with some facilities</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		

	<p>1 The space can be set up and separated for males/females</p> <p>0 The space cannot be set up for prayer rooms</p>			
P18 The dining area	<p>3 Sufficient, Clean, Well-organized and functional of shared dining area, adaptable with variety of settings</p> <p>2 Sufficient, Clean, Well-organized and functional of shared dining area</p> <p>1 Clean, Well-organized and functional of shared dining area</p> <p>0 Shared dining area but the conditions need an improvement</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
Meeting Room's Public Areas				
P19 Signage	<p>3 Sufficient, visible, permanent, and well-kept signs are displaying necessary information such as separated meeting rooms, restrooms, and dining rooms in appropriate languages</p> <p>2 Visible, and permanent signs are installed displaying necessary information such as separated meeting rooms,</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		

	<p>restrooms, and dining rooms</p> <p>1 Permanent signs are installed displaying necessary information such as separated meeting rooms, restrooms, and dining rooms.</p> <p>0 There are no permanent signs</p>			
P20 Emergency exit sign	<p>3 Sufficient, visible, and permanent exit signs are installed</p> <p>2 Visible, and permanent exit signs are installed</p> <p>1 Permanent exit signs are installed</p> <p>0 There are no permanent exit signs</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P21 Restrooms amenities & facilities</p> <p>ASEAN Public Restroom for Tourism Standards</p> <p>3.2 Amenities & Facilities</p> <p>3.2.1 Appropriate space for each unit.</p> <p>3.2.2 Provision of adequate facilities for disabled and elderly.</p> <p>3.2.3 Provision of adequate units/cubicles for ladies and men</p> <p>3.2.4 Sufficient amenities provisions such as tissue, soap,etc.</p>	<p>3 Complete all requirements</p> <p>2 Complete 3 requirements</p> <p>1 Complete 1-2 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		

<p>P22 Restrooms cleanliness ASEAN Public Restroom for Tourism Standards 3.3 Cleanliness 3.3.1 Adequate air circulation and ventilation system 3.3.2 Good smell and no dirty slough 3.3.3 Clean and adequate water 3.3.4 Floor should be kept clean and dry 3.3.5 Practice sanitation and hygiene principles 3.3.6 Train personnel on facility maintenance and cleanliness keeping 3.3.7 Customers' suggestion box 3.3.8 Regular maintenance of the toilet premises</p>	<p>3 Complete all requirements 2 Complete 4-6 requirements 1 Complete 2-3 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P23 Smoking zone</p>	<p>3 There is a smoking room, complies with relevant laws. The area is functional. 2 There is a smoking zone and complies with relevant laws. 1 There is a smoking area but does not comply with relevant laws. 0 There is no smoking areas</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P24 Parking accessibility : Drop Off & Collection Point</p>	<p>3 There is a drop-off and collection point, with</p>	<ul style="list-style-type: none"> ● Inspection 		

	<p>cover and/or service staff, and there is a valet parking service if needed</p> <p>2 There is a drop-off and collection point, with cover and/or service staff</p> <p>1 There is a drop-off and collection point</p> <p>0 There is no drop-off and collection point</p>	<ul style="list-style-type: none"> ● Photograph and/or written comments 		
P25 Parking sufficiency	<p>3 Sufficient parking space within the hotel premise</p> <p>2 There is limited parking space within the hotel premise</p> <p>1 There is no parking space available on the hotel premise but nearby parking space can be provided.</p> <p>0 There is no parking space available</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
P26 Coaches drop off & collection point	<p>3 There is a drop-off and collection point for coaches, with cover and service staff</p> <p>2 There is a drop-off and collection point for coaches, with cover</p> <p>1 There is a drop-off and collection point for coaches</p> <p>0 There is no drop-off and collection point for coaches</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		

Safety/Security/Emergency Facilities				
<p>P27 Fire protection & evacuation process</p>	<p>3 There is a fire protection system, evacuation process, and staff training complying to relevant local law</p> <p>2 There is some fire protection system and an evidence of an evacuation process</p> <p>1 There is some fire protection system</p> <p>0 There is no fire protection system and evacuation process</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>P28 Safety & security system</p> <ul style="list-style-type: none"> ● Sufficient amount of security guard in the public area such as parking areas, main entrance ● Sufficient amount of CCTV or other security devices in public area ● There is a concrete evidence of safety and security training for staff in handling natural disaster & manmade threat ● There is a concrete policy on safety and 	<p>3 Complete all requirements</p> <p>2 Complete 3-4 requirements</p> <p>1 Complete 1-2 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection & Documents review ● Photograph and/or written comments & Related documents 		

<p>security in case of the natural disaster & manmade threat</p>				
<p>P29 First aid room and nursing staff</p>	<p>3 There is a full-time or temporary nurse/qualified staff available during the event, with a first aid room</p> <p>2 There is a full-time or temporary nurse/qualified staff available during the event, with some first aid kits</p> <p>1 There is no full-time or temporary nurse/qualified staff available during the event. Only some first aid kits available.</p> <p>0 No full-time or temporary nurse/staff during the event and/or there is no first aid kit/ no first aid room</p>	<ul style="list-style-type: none"> ● Inspection & Documents review ● Photograph and/or written comments & Related documents 		
<p>P30 Water reserve system</p>	<p>3 There is a water reserve system that can provide clean water for at least 48 hour in the event of water shortage.</p> <p>2 There is a water reserve system that can provide clean water for at least 24 hour in the event of water shortage.</p>	<ul style="list-style-type: none"> ● Inspection & Documents review ● Photograph and/or written comments & Related documents 		

	1 There is a water reserve system that can provide clean water for at least 12 hour in the event of water shortage.			
Organizer's Access to Meeting Room				
P31 Space for loading/unloading conference equipment <ul style="list-style-type: none"> Sufficient amount of usable trolleys Elevator Service staff 	3 Complete all requirements 2 Complete 3 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements	<ul style="list-style-type: none"> Inspection Photograph and/or written comments 		
P32 Meeting room setup period for organizer	There is a meeting room set-up policy and organizers are allowed to access a meeting room for a set-up purpose of more than 8 hour before the event. Free of Charges and there are staff available to assist. 2 There is a meeting room set-up policy and organizers are allowed to access a meeting room for a set-up purpose of more than 8 hour before the event. Free of Charges. 1 There is a meeting room set-up policy and organizers are allowed to access a meeting room	<ul style="list-style-type: none"> Inspection & Documents review Photograph and/or written comments & Related documents 		

	for a set-up of before the event. Charges apply. 0 There is no policy and organizers are not allowed to access a meeting room for a set-up before the event			
Total				

Technology (T)				
Major Criteria	Requirements & Scoring	Method of Assessment & Evidence	Score Estimated	Comments
Light & Audio-Visual Operations				
T01 Lighting system of the meeting room <ul style="list-style-type: none"> Lighting for stages and seating areas can be operated Brightness of the room can be fully controlled Spot lights button facilities are available A majority of light bulbs are energy saving 	3 Complete all requirements 2 Complete 3 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements	<ul style="list-style-type: none"> Inspection Photograph and/or written comments 		
T02 Sound system <ul style="list-style-type: none"> Sufficient number of wireless microphones Variety of types of microphones (i.e. 	3 Complete all requirements 2 Complete 3-4 requirements 1 Complete 1-2 requirements	<ul style="list-style-type: none"> Inspection Photograph and/or written comments 		

<p>fixed lines, wireless, clipper)</p> <ul style="list-style-type: none"> ● Sound system is functional and appropriate for the size of the meeting room ● Sound system is applicable for different needs of equipment (i.e. computer, IPAD) and events ● There is a list of suppliers in case needed 	<p>0 Unable to meet any of the requirements</p>			
<p>T03 Visual system</p> <ul style="list-style-type: none"> ● Projectors (free of charge or charges apply) are in good quality ● Screen size is appropriate for the number of meeting participants ● Visual system is applicable for different needs of equipment (i.e. computer, IPAD) and events ● There is a list of suppliers in case needed 	<p>3 Complete all requirements 2 Complete 3 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		

<p>T04 Visual and sound system control & operation</p> <ul style="list-style-type: none"> • A full-time or qualified temporary staff available during the event • There is a dashboard to be used to control the visual system • There is a dashboard to be used to control the sound system 	<p>3 Complete 3 requirements 2 Complete 2 requirements 1 Complete 1 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Inspection • Photograph and/or written comments 		
<p>Power & Air-Conditioning System</p>				
<p>T05 Electrical outlets</p> <ul style="list-style-type: none"> • Electrical outlets are appropriate to the number of meeting participants • There is an ease for an access to the electrical outlets by the majority of the meeting participants • There are universal plugs available for rent/loan (free of charges or charges apply) 	<p>3 Complete 3 requirements 2 Complete 2 requirements 1 Complete 1 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Inspection • Photograph and/or written comments 		
<p>T06 Emergency power system</p> <ul style="list-style-type: none"> • Emergency lights 	<p>3 Complete 3 requirements 2 Complete 2 requirements</p>	<ul style="list-style-type: none"> • Inspection & Documents review 		

<ul style="list-style-type: none"> ● Emergency power system for the usage of at least 6-8 hours ● The emergency power is comply with the government regulations 	<p>1 Complete 1 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Photograph and/or written comments & Related documents 		
<p>T07 Air-conditioning/temperature control system</p>	<p>3 There is a functional air-conditioning/temperature control system in the meeting room and the pre-functional area.</p> <p>2 There is an air-conditioning/temperature control system in the meeting room and the pre-functional area.</p> <p>1 There is an air-conditioning/temperature control system in the meeting room.</p> <p>0 If the venue requires air-conditioning/temperature control system, there is no device on premise.</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
<p>T08 Maintenance of air-conditioning and power/power emergency system</p>	<p>3 There is an evidence of a maintenance and there is an emergency plan & procedures. There are certified staff on premise for all discrepancies and emergencies.</p>	<ul style="list-style-type: none"> ● Inspection & Documents review ● Photograph and/or written comments 		

	<p>2 There is an evidence of a maintenance and there is an emergency plan & procedures</p> <p>1 There is a scheduled maintenance</p> <p>0 There is no scheduled maintenance</p>	& Related documents		
Other Services				
<p>T09 Communication & Document Service</p> <ul style="list-style-type: none"> ● There is a photocopy service ● There is a document scan service ● There is a fax service ● There are facilities provided for the internet/Wi-Fi purposes 	<p>3 Complete 4 requirements</p> <p>2 Complete 2-3 requirements</p> <p>1 Complete 1 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Inspection ● Photograph and/or written comments 		
T10 Interpretation services	<p>3 Staff has a good experience and is able to coordinate and fully support the interpretation services</p> <p>2 Staff can coordinate and can fully support the interpretation services</p> <p>1 Staff can coordinate and can merely support the interpretation services</p>	<ul style="list-style-type: none"> ● Interview ● Interview records 		

	0 No experiences in working with any interpretation services			
Total				

Service (S)				
Major Criteria	Requirements & Scoring	Method of Assessment & Evidence	Score Estimated	Comments
Coordination & Service Improvement				
S01 Advanced-booking service <ul style="list-style-type: none"> There is an on-line comprehensive information on the types and floor plan of meeting rooms There is an on-line comprehensive information on the availability of meeting rooms There is a salesperson in handling client's queries The salesperson is knowledgeable and is able to provide advice on floor plan and meeting packages suitable for the client's needs 	3 Complete 5 requirements 2 Complete 3-4 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements	<ul style="list-style-type: none"> Inspection & Interview Photograph and/or written comments & Interview records 		

<ul style="list-style-type: none"> • There are variety of payment methods 				
<p>S02 Service to organizers</p>	<p>3 There is a dedicated team of staff to respond to the organizers and handle all issues as a one-stop service when there incidents</p> <p>2 Organizers need to contact 2-3 channels when there are incidents</p> <p>1 Organizers need to contact a number of parties when there are incidents</p> <p>0 Organizers do not know whom to contact when there are incidents</p>	<ul style="list-style-type: none"> • Interview • Interview records 		
<p>S03 Complaints & service evaluation of the buyers and/or organizers</p> <ul style="list-style-type: none"> • There are appropriate channels in receiving complaints and customer feedback • There is a system in handling customer complaints and customer feedback • There is a motivation/incentive system for staff to prevent complaints 	<p>3 Complete 3 requirements</p> <p>2 Complete 2 requirements</p> <p>1 Complete 1 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Inspection & Documents review • Photograph and/or written comments & Related documents 		
<p>Staff</p>				

<p>S04 Staff personality</p> <ul style="list-style-type: none"> • Uniforms are professional • Staff are neat and tidy • Staff are friendly 	<p>3 Complete 3 requirements 2 Complete 2 requirements 1 Complete 1 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Inspection & Interview • Photograph and/or written comments & Interview records 		
<p>S05 General knowledge & understanding of venue staff</p> <ul style="list-style-type: none"> • Knowledge & understanding about their job description and duties • Knowledge & understanding about the meeting industry and meeting activities • Knowledge & understanding about the venues and the organization • Knowledge & understanding about different backgrounds & needs of meeting participants and organizers 	<p>3 Complete all requirements 2 Complete 3 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Interview • Interview records 		
<p>S06 F&B service</p>	<p>3 Complete 5-6 requirements</p>	<ul style="list-style-type: none"> • Inspection & Interview 		

<ul style="list-style-type: none"> • Staff are able to create or adapt the menu to suit with the requirement of the meeting • Staff are able to create or adept the menu by using local ingredients • Staff is able to produce high volume of refreshments and meals within the time and requirements of the event • The tea set/coffee set/dinner set are appropriate • There is clean drinking water available for meeting participants • Food service staff are well-trained and knowledgeable 	<p>2 Complete 3-4 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Photograph and/or written comments & Interview records 		
<p>S07 Foreign language skills of staff</p> <ul style="list-style-type: none"> • Most staff can communicate in English 	<p>3 Complete 3 requirements 2 Complete 2 requirements 1 Complete 1 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Interview & Documents review • Interview records & Related documents 		

<ul style="list-style-type: none"> Some of the staff can communicate in third language There are on-going language training program for staff both full-time and temporary 				
<p>S08 Respect to the difference of races, religions, cultures, genders and ages</p> <ul style="list-style-type: none"> There are signs in local and English language The preparation of foods is able to accountable for different needs of meeting participants The staff is aware of differences in races, religions and cultures There is a equality policy for staff in providing service to meeting participants 	<p>3 Complete all requirements 2 Complete 3 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> Interview & Documents review Interview records & Related documents 		
<p>S09 Staff performance on service quality</p> <ul style="list-style-type: none"> There is a systematic recruitment procedures both for 	<p>3 Complete all requirements 2 Complete 3 requirements 1 Complete 1-2 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> Interview & Documents review Interview records & Related documents 		

<p>full-time and temporary staff</p> <ul style="list-style-type: none"> • There is an appropriate orientation and training for full-time and temporary staff in respond to the local law • There is an monitoring system for new hires and temporary staff • There is an appropriate performance management for full-time and temporary staff 				
<p>S10 Compensation, benefits and welfare for staff</p> <ul style="list-style-type: none"> • Compensation, benefits and welfare are provided in accordance with the local labor's law • There is an annual staff health check • In compliance with the local law, there is an encouragement to hire local staff to work with the organization 	<p>3 Complete 3 requirements 2 Complete 2 requirements 1 Complete 1 requirements 0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> • Interview & Documents review • Interview records & Related documents 		

Environmental Protection & Community				
<p>S11 Environmental protection system ASEAN Green Hotel Standard</p> <p>1.1 Environmental policy and action for hotel operation</p> <p>1.1.1 Promotion of environmental activities in order to encourage the involvement of hotel staff, clients and suppliers to participate in environmental management practices.</p> <p>1.1.2 Existence of plan for raising staff to be aware of environment i.e. training</p> <p>1.1.3 Existence of environmental management plan for hotel operation.</p> <p>1.1.4 Existence of monitoring program for environmental management of hotels</p>	<p>3 Complete 4 requirements, with an adaption of guidelines to be applicable to the meeting room</p> <p>2 Complete 3 requirements, with an adaption of guidelines to be applicable to the meeting room</p> <p>1 Complete 1-2 requirements</p> <p>0 Unable to meet any of the requirements</p>	<ul style="list-style-type: none"> ● Interview & Documents review ● Interview records & Related documents 		
<p>S12 Waste handling</p>	<p>3 There is a training for staff for waste handling and the process is complying to the local law</p> <p>2 The process is complying to the local law</p> <p>1 There is a process but it is not complying with the local law</p>	<ul style="list-style-type: none"> ● Interview & Documents review ● Interview records & Related documents 		

	0 There is no waste handling process			
S13 Consideration for the surrounding community	<p>3 There are regular activities and organization's policy that support surrounding community</p> <p>2 There are some activities or organization's policy that support surrounding community</p> <p>1 There are very limited activities or organization's policy that support surrounding community</p> <p>0 There is no activities or organization's policy that support surrounding community</p>	<ul style="list-style-type: none"> ● Interview & Documents review ● Interview records & Related documents 		
Total				
Grand Total				

Authorized Signature.....

(.....)

...../...../.....