



**GSTC ACCREDITATION MANUAL FOR
CERTIFICATION OF
HOTEL/ACCOMMODATION & TOUR
OPERATOR**

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2024

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The Global Sustainable Tourism Council

www.gstcouncil.org

To make comments on this document, please email the GSTC at: accreditation@gstcouncil.org

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PART I: SCHEME OVERVIEW

Introduction

Accreditation to certify to the GSTC Criteria is designed to be applicable to all schemes certifying tourism enterprises for their sustainability management and performance. Relevant certification schemes and the bodies that run them vary from sizable international operations or national schemes, some with support from government agencies, to small schemes covering local areas or particular types of [tourism products](#).

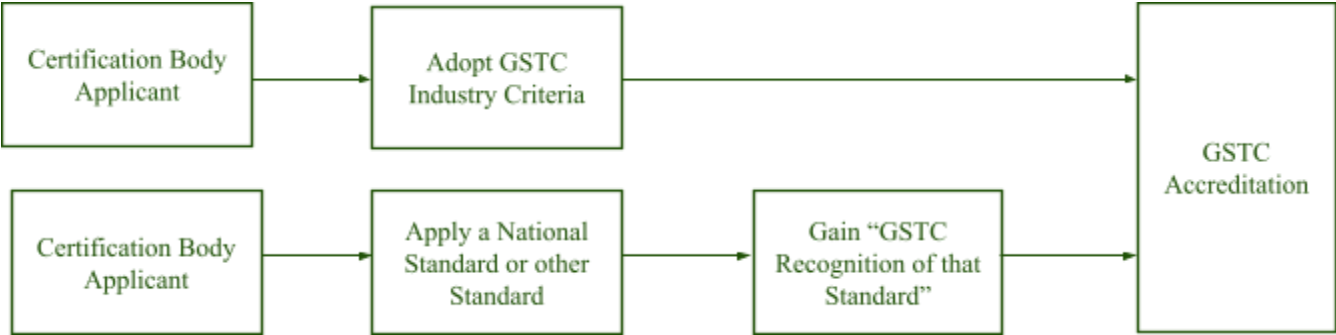
The Global Sustainable Tourism Council (GSTC) intends to build a long-term relationship with all certification bodies (CBs) and certification schemes (CSs). An aim of the GSTC is to continually increase the percentage of schemes that are accredited to certify to the GSTC Criteria.

CBs may become accredited to certify either with the GSTC Criteria or utilize a standard they own if that standard gains and maintains the "GSTC-Recognized" status for its compliance with the GSTC Criteria.

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| GSTC Recognition Program | The GSTC recognizes the equivalence of a CB's standard against the GSTC Criteria (Hotel/Accommodation, Tour Operator or Destination). See the GSTC-Recognized Manual. <i>Please refer to the GSTC Recognized-Manual for further details. "GSTC-Recognized Manual"</i> |
| GSTC Accreditation Program | Accreditation of a CB that either uses the GSTC-Recognized Standards OR certifies directly against the GSTC Criteria. |

Not all CSs cover all aspects of sustainability: economic, social, cultural and environmental. For example, a number are solely covering environmental matters and may grant the use of an eco-label. These schemes would only be eligible to become accredited after they revise their standard to comply with the GSTC Criteria and gain "GSTC-Recognized" status for their standard.

The diagram below provides a graphical depiction of the option for gaining accreditation to either certify directly to the GSTC Criteria or to the GSTC-Recognized Standard, which is to say, a standard that is equivalent to the GSTC Criteria. The CB may request the scope of their accreditation to include certification to both the GSTC Criteria plus one or more GSTC-Recognized Standards.



Additionally, CSs that commit to subcontracting the certification/audit process to the GSTC-Accredited CBs shall enter into the GSTC Licensing Agreement to formally engage in the GSTC market access activities.

The GSTC Marks – Summary and Benefits

Background: The Need for Sustainability of Tourism

Travel and tourism account for around 10% of the world's economic activity. It is a rapidly growing sector, with international tourist arrivals forecast to continue to grow.

The Sustainable Development Goals (SDGs) adopted by the UN General Assembly in 2015 are aimed at, among other things, ending extreme poverty, fighting inequality and justice and tackling climate change. The significant relevance of tourism to most of the 17 SDGs has been recognized. The United Nations World Tourism Organization (UNWTO) is working with governments, public and private partners, development banks, international and regional financial institutions, UN agencies, and international organizations to achieve the SDGs, with a special focus on Goal 8 (economic growth), Goal 12 (sustainable consumption and production patterns) and Goal 14 (marine resources) where tourism has been specifically featured.

The impact of travel and tourism on global and local environments and on host communities can be both positive and negative, providing both opportunities and responsibilities.

Travel and tourism can deliver many positive benefits, including:

- A growing opportunity for enterprise development and employment creation, with low barriers for entry;
- Direct and indirect support for local communities through the provision of jobs, income, services, and infrastructure;
- Awareness of natural and cultural heritage and support for their conservation; and
- Health, wellbeing and educational benefits for tourists and hosts, which should be accessible to all.

However, alongside these positive impacts, tourism also has negative consequences for development.

Negative impacts and concerns associated with travel and tourism include:

- Its contribution to climate change, being responsible for an estimated 5% of global CO₂ emissions which is growing rapidly;
- Depletion of natural and precious resources, such as the use of land and water;
- Creation of pollution of all kinds;
- Social changes and dislocation of traditional societies;
- Pressure on cultural heritage sites, natural environments, and biodiversity; and
- Poor labor conditions and exploitation in parts of the sector.

Sustainable tourism requires an approach to tourism development and management that recognizes and responds to these responsibilities and opportunities.

Actions that encourage, identify, and promote a positive response from enterprises are crucial for the future of the tourism sector and the contribution it can make to sustainable development. The tourism sector is highly fragmented. While there are some important multinational players, many of the suppliers of tourism services are independent businesses and the majority are small and micro-enterprises. Tourism enterprises of all sizes respond in different ways and to different degrees to the need for sustainable tourism.

The Global Sustainable Tourism Council (GSTC)

The GSTC is a multi-stakeholder initiative formed in 2007, including amongst its founding partners United Nations Environment Programme (UNEP), UNWTO, UN Foundation, Sabre Holdings and Rainforest Alliance, amongst others. It was formed in response to the challenges and opportunities of sustainable tourism, by merging two previous initiatives. In 2014, The GSTC merged with the Tour Operator Initiative (TOI) with TOI's operations and members joining the GSTC organization.

Over 250 organizations from the public, private and voluntary sectors and from the world of tourism, environmental management and sustainable development have contributed to the work of the GSTC and its two predecessor bodies.

The GSTC is a Membership Council governed by a Board of Directors, of whom 2/3 are elected by the general membership and 1/3 are appointed by the Board.

The mission of the GSTC is:

“To improve tourism's potential to be a driver of positive conservation and economic development for communities and businesses around the world and a tool for poverty alleviation”.

The GSTC fulfils its mission by fostering increased knowledge and understanding of sustainable tourism practices and adopting universal sustainable tourism principles.

It also works in many other ways to strengthen education, communication, knowledge-sharing and business engagement in the field of sustainable tourism and to achieve improved market access for sustainable tourism products.

A Common Agenda for Sustainable Tourism

The challenges of sustainable tourism articulated earlier encompass economic, social and environmental impacts. This broad spectrum of concern is increasingly recognized by bodies promoting sustainable tourism. UNEP and UNWTO identified an agenda for sustainable tourism based on twelve functional aims and showed how there are economic, social, and environmental dimensions to each of

them. The dimensions are seen as interrelated. In the private sector, in tourism as well as in other economic spheres, enterprises and investment projects are encouraged to consider a triple bottom line. Many companies report on corporate social responsibility policies and actions, which address a broad range of economic, social, and environmental impacts and initiatives beyond straight financial reporting. Some companies use the guidelines of the Global Reporting Initiative (GRI), the world's most widely used sustainability reporting framework (www.globalreporting.org).

The GSTC program aligns with this broad approach to sustainable tourism and encourages certification schemes to move beyond a more mono-dimensional, often environmental focus. The principles for sustainable tourism behind the GSTC program are that:

- Sustainability objectives should be defined, and actions coordinated by an effective management system;
- Tourism should bring the greatest possible social and economic benefits to local communities and any negative impacts on them should be minimized;
- Local cultural heritage must be respected, and opportunities should be taken to strengthen its integrity and richness; and
- Impacts on the global and local environment, through pollution and depletion of natural resources, should be minimized and support should be given to the conservation of local landscapes and biodiversity.

These principles of sustainable tourism are seen as relevant in all parts of the world and can be reflected in many different kinds of tourism enterprises. The overall agenda remains the same. However, key concerns about tourism impacts and priorities for improving sustainability will vary from place to place. It is hoped and expected that sustainable tourism standards will be adapted to local and industry sector conditions and that they will far exceed the minimum requirements outlined in this manual.

GSTC Criteria

The GSTC has developed two sets of criteria and associated indicators:

- The GSTC-Industry Criteria (GSTC-I): The Global Sustainable Tourism Industry Criteria (version 3, December 2016). At this stage, the GSTC-I is available in two versions, the GSTC-Hotel Criteria and the GSTC-Tour Operator Criteria, each with its own set of performance indicators; and
- The GSTC-Destination Criteria (GSTC-D): The Global Sustainable Tourism Destination Criteria (version 2, December 2019).

GSTC Assurance Panel

The GSTC Assurance Panel (AP) is established by the GSTC, Bylaws:

The GSTC AP performs these functions:

- Declare standards to be “GSTC-Recognized Standard”, according to the terms of the GSTC-Recognized Manual as approved by the CEO and the Board;
- Grant, pause, or withdraw accreditation status of certification bodies on behalf of the GSTC.

Principles for the implementation of the GSTC Accreditation

The following principles apply to all aspects of the GSTC program – including work performed by Certification Scheme Owners (CSOs) and CBs:

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| 1 | Integrity | Integrity should be demonstrated in every aspect of the process, requiring honesty, fairness and consistency throughout. |
| 2 | Credibility | The process should spread confidence in certification as a meaningful way of identifying and stimulating good sustainability practice in the tourism sector. |
| 3 | Impartiality | The process should not be open to any forms of influence which might raise doubts about the objectivity of the decisions taken. |
| 4 | Accessibility | Recognition of standards and accreditation should be as accessible as possible to all relevant certification schemes and certification should be |

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| | | as accessible as possible to all tourism enterprises. There should be no discrimination on grounds of size and location and financial barriers should be minimized. |
| 5 | Comprehensiveness | All recognized sustainable tourism standards covering sustainable tourism should address all aspects of sustainability, including socio-economic, cultural, and environmental impacts. |
| 6 | Rigorousness | Accreditation and certification should be robust processes and require high standards and levels of sustainability to be met. |
| 7 | Effectiveness | The process should be impacts-driven and shaped to help as many tourism enterprises as possible achieve maximum change towards sustainability. The accreditation program should strengthen the impact of certification schemes. |
| 8 | Transparency | The standards required and processes adopted should be transparent and available for scrutiny by stakeholders. |
| 9 | Diversity | The process should recognize and encourage the diversity of local, regional, and sectoral certification schemes, including their criteria and standards, provided there is no loss of sustainability outcomes. |
| 10 | Achievability | The accreditation process must be practicable and sustainable over time and not place burdens on certification schemes that they could not meet. |

Stakeholder Engagement in Continuous Review and Improvement of the GSTC Accreditation

Accredited CBs and those interested in accreditation, along with other stakeholders interested in the GSTC Accreditation Program, are welcome to share their comments on any aspect of the program and this manual. Additionally, if there are any requirements addressed in this manual that need to be clarified, or further information or answers to questions are needed, please submit requests or email accreditation@gstcouncil.org.

PART II: OVERVIEW OF ACCREDITATION

1. Manual Structure

The Manual covers both the requirements of and accreditation processes to be implemented by GSTC, and for Certification Bodies, the certification processes they shall implement and the requirements and process for their accreditation.

This Manual is arranged in four parts:

- Part I introduces an overview of the GSTC, GSTC Criteria, and GSTC Accreditation;
- Part II sets out the manual structure, normative reference, and requirements for GSTC in the accreditation of Certification Bodies;
- Part III sets out the requirements for CB to become accredited and the market access benefits; and
- Part IV covers the glossary and annexes.

2. Normative Reference

The following documents contain provisions that, through reference in this text, become part of the GSTC Accreditation Manual. For documents that specify a date or version number, later amendments or revisions of that document do not apply as a normative requirement. Readers are encouraged to review the most recent editions and any guidance documents available to gain further insight into how the document has changed and to consider whether or not to implement the latest changes. For documents without dates or version numbers, the latest published edition of the document referred to applies.

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| ISO / IEC 17065:2012 | Conformity Assessment Requirements for bodies certifying products, processes, and services. |
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| ISO 19011:2018 | Guidelines for quality and/or environmental management system auditing. |
| IAF MD 1:2018 | IAF Mandatory Document for the Audit and Certification of a Management System Operated by a Multi-Site Organization. |
| IAF MD 5: 2019 | Determination of Audit Time of Quality, Environmental and Occupational Health & Safety Management System |
| IAF MD 4:2022 | IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes. |
| ISEAL | Code of Good Practice Assuring Compliance with Social and Environmental Standards. |
| GSTC Checklist | Certification Scheme - Certification Body Framework. |

3. GSTC Requirement for GSTC Endorsed Accreditation Bodies

3.1 The GSTC shall administer the accreditation for CBs for Industry certification. However, the accreditation of CBs located in the mutually agreed countries, including the countries inside of the European Union (EU), shall be administered by the GSTC- Endorsed National Accreditation Body (NAB).

PART III: ACCREDITATION – REQUIREMENTS FOR CERTIFICATION BODIES

This section sets out requirements for CBs certifying that clients conform to a GSTC-Recognized Standard and/or GSTC Criteria. In addition to GSTC-specific requirements for certification of sustainable tourism, this section uses ISO 17065:2012 as a basis with additional or specific GSTC requirements set out against specific clauses of ISO 17065:2012.

4. Introduction

- 4.1. To become accredited to certify to the GSTC Criteria and/or GSTC-Recognized Standard, a CB shall:
 - 4.1.1. Gain accreditation from the GSTC or the GSTC-Endorsed NAB and;
 - 4.1.2. Enter into a licence agreement as set out in Part III for the use of the GSTC name, marks and/or logo.
- 4.2. All CBs are required to meet the requirements that are set out in Part III of this Manual.
 - 4.2.1. All CBs will be subject to an assessment of their conformity to these requirements by the GSTC.
- 4.3. The CB for initial GSTC accreditation shall have experience in the operation of its conformity assessment system, including at least one internal audit and management review conducted and at least one conformity assessment activity completed (including simulated conformity assessment).

NOTES: Simulated conformity assessment means that a conformity assessment activity has been completed following the CB's service procedures from the start (e.g. submission of certification application) to the end (e.g. issuance of certificate), based on a virtual scenario for conformity assessment.

5. Scope of Accreditation

5.1. The applicant CB shall specify the scope of accreditation, based on the following aspects:

5.1.1. The Tourism to which certification is granted:

5.1.1.1. Hotel/Accommodation (H/A).

5.1.1.2. Tour Operator (TO).

5.1.1.2.1. Tour Product.

NOTE: Only certified TOs may apply for Tour Product Certification.

5.1.2. The Reference Standard against which the certification will be granted:

5.1.2.1. The GSTC Criteria (alternative A). In this case, all the GSTC Criteria are requirements and therefore mandatory for compliance.

5.1.2.2. The GSTC-Recognized Standard (alternative B). In this case, all the requirements in the standard that allow for its recognition by the GSTC are requirements and therefore mandatory for compliance.

5.1.2.2.1. The GSTC-Recognized Standard shall demonstrate equivalent criteria to the GSTC criteria in the same order for efficient accreditation assessments.

5.1.2.3. A CB can be accredited for Alternative A, Alternative B or both alternatives. In the case of Alternative B, a CB can be accredited for more than one GSTC-Recognized Standard.

5.1.2.3.1. The GSTC-Recognized status shall be granted following the GSTC-Recognized Manual.

5.1.2.3.2. A CB can be accredited for one or more GSTC-Recognized Standards upon submittal of a scope extension request to the GSTC, according to its rules.

- 5.1.2.3.3. The CB shall follow the GSTC Checklist: Certification Scheme - Certification Body Framework when applying for the scope extension to provide auditing and certification services against the GSTC-Recognized Standard owned by a Certification Scheme

NOTE: The GSTC Checklist: Certification Scheme -Certification Body Framework is presented in Annex A.

- 5.1.3. The geographic area to which the accreditation will apply:

- 5.1.3.1. A CB can be accredited to grant certification worldwide or to a reduced geographical scope. In this case, the geographical coverage to which the accreditation is valid shall be clearly defined.

- 5.1.3.2. The geographic area of a CB accredited to certify against the GSTC-Recognized Standard shall be aligned with the geographic coverage of the GSTC-Recognized Standard.

- 5.2. In its communication to the public and to tourism organizations, the CB shall clearly describe its accreditation scope.

- 5.3. Reliance on Legislation:

- 5.3.1. Reliance on Legislation is applicable to a CB that certifies against the GSTC-Recognized Standard;

- 5.3.2. Where a CB operates only in one country, or a region that can be considered as one legal jurisdiction, it may demonstrate that:

- 5.3.2.1. Accreditation Requirements are covered by legislation;

- 5.3.2.2. The specific law(s) shall be identified; and

- 5.3.2.3. The laws are enforced.

- 5.3.3. Acceptable evidence may include:

- 5.3.3.1. A requirement for a legally binding sworn statement by the organization to be certified with respect to compliance with specific named laws and regulations;
and
- 5.3.3.2. Text from the CBs manual or standard indicating that compliance with specific, named laws and regulations will be verified during the assessment.
- 5.3.4. When a CB operates only in one country, or a region considered as one legal jurisdiction, the GSTC-Accredited status will only apply to the CBs area of operation.

6. Languages

6.1. Language for Accreditation

- 6.1.1. The language used for the GSTC accreditation service is English. All information requested by the GSTC shall be submitted in English.
- 6.1.2. If a CB wishes to receive accreditation services in a language other than English, the CB shall provide interpretation and translation services, and the CB shall ensure that the services are fair and impartial. It is the responsibility of the CB to cover the expenses of translation and interpretation services.

6.2. Language for Certification

- 6.2.1. A CB shall certify using languages for which there is the GSTC Criteria or the GSTC-Recognized Standard formally translated in that language.
 - 6.2.1.1. The audit team shall be proficient in that language.
- 6.2.2. In the event that an enterprise being certified has a business language for which there is a Reference Standard, but a sizable proportion of the staff of the tourism organization being audited speak mainly another (local) language, the audit team may undertake the Audit accompanied by a capable translator (who shall not be a staff member of the enterprise being audited). The sizable proportion of the staff shall be defined by the CB.

- 6.2.3. If the enterprise uses local language documents, these may be translated to the language of the GSTC Criteria and/or the GSTC-Recognized Standard by the enterprise for the auditors' review.
- 6.2.4. When the audit team does not speak the language of the client, an audit may be completed only with a certified translation of documents and using a capable translator during the audit (who shall not be a staff member of the enterprise being audited).
- 6.2.5. Where a CB is working in a language other than English, it will provide translated documents in English as required for initial accreditation and ongoing requirements by the GSTC.
- 6.2.6. Any required reporting and correspondence with the GSTC shall be in English.

NOTE: Certified translation of documents is a translation of documents by an authorized legal translator who states that translated documents are an accurate representation of the original text.

7. Accreditation Expiration and Renewal

- 7.1. Accreditation status will apply to a CB until the earliest of:
 - 7.1.1. The majority ownership of the CB changes.
 - 7.1.2. The CB becomes insolvent, bankrupt, or enters receivership, dissolution, or liquidation.
 - 7.1.3. The CB is in breach of the GSTC License Agreement.
 - 7.1.4. If 5.1.2.2. applies, the standard used by the GSTC-Accredited CB is no longer GSTC-Recognized.
 - 7.1.5. Five years from the initial GSTC-Accredited status.

Amendment of the Accreditation Requirements

- 7.2. The GSTC shall give due notice (at least 90 calendar days) of any changes to its requirements for accreditation. The GSTC takes into account the views expressed by interested parties before deciding on the precise form and effective date of the changes.
- 7.3. Following a decision on, and publication of, the changed requirements, the GSTC shall verify that each GSTC-Accredited CB conforms to the changed requirements within the transition time determined by GSTC.

Amendment of the GSTC Criteria

- 7.4. The GSTC shall inform all applicants and the GSTC-Accredited CBs of any changes in the requirements of the GSTC Industry Criteria for Hotel and Tour Operator:
- 7.4.1. The GSTC shall establish a transition implementation plan for GSTC-Accredited CBs. The transition implementation plan shall include:
- 7.4.1.1. The dates when the revised GSTC Criteria will enter into force;
 - 7.4.1.2. The measures adopted to inform society, the GSTC-Accredited CBs and current applicants for accreditation;
 - 7.4.1.3. Prescriptions on how and when to conduct assessments for accreditation and certification purposes; and
 - 7.4.1.4. How to deal with eventual nonconformities.
- 7.4.2. The transition implementation plan shall be established in consultation with the GSTC-Accredited CBs and other relevant interested parties.

Amendment of the GSTC-Recognized Standard

- 7.5. When the GSTC-Recognized Standard is amended by the standard owner, the GSTC shall be informed following the procedures outlined in the GSTC-Recognized Manual:
- 7.5.1. Once the GSTC confirms the maintenance of the recognition status of the revised standard, the GSTC shall inform the GSTC-Accredited CBs that have in their accreditation scope that standard, in order to establish the process to set up a transition period;
 - 7.5.2. The GSTC shall establish a transition implementation plan for accredited certifications according to the GSTC-Recognized Standard. The transition implementation plan shall include:
 - 7.5.2.1. The dates when the revised version will enter into force for accredited certification purposes;
 - 7.5.2.2. Prescriptions on how and when to conduct assessments for accreditation and certification purposes; and
 - 7.5.2.3. How to deal with eventual nonconformities.
 - 7.5.3. The transition implementation plan shall be established in consultation with the standard owner, the GSTC-Accredited CBs and other relevant interested parties.
- 7.6. Should a standard no longer be a GSTC-Recognized Standard the certification program has a twelve-month period in which to re-apply or renew the GSTC-Recognized status of a standard following the GSTC-Recognized Manual.

Ongoing Suitability of a Certification Program

- 7.7. If at any time, should the GSTC have reason to be concerned about the ongoing conformity of an already GSTC-Accredited CB against the GSTC-Accredited requirements, it may require the

CB to provide further information, and may, as an ultimate sanction, withdraw the GSTC-Accredited status.

Suspension, Cancellation, Extension, Withdrawal or Scope Reduction

7.8. The suspension, cancellation, extension, withdrawal or scope reduction of accreditation shall be administered by the GSTC, according to GSTC Accreditation Procedure v.1.1.

7.9. In the event of noncompliance with the obligations assumed by the applicant or the GSTC-Accredited CB and depending on the severity in terms of compromising the system in terms of quality and credibility of accreditation-related activities, sanctions can be established by the GSTC.

7.10. A CB can request an extension or reduction of its accreditation scope. In this case, the CB shall make a formal request to the GSTC. The request shall indicate the reasons for the extension or reduction requested. The request shall be processed as an accreditation application. The assessment of the CB may be simplified and processed in conjunction with the surveillance activities of the accreditation process:

7.10.1. The GSTC-Accredited CB shall apply for an extension of its scope to provide auditing and certification services to the GSTC-Recognized Standard owned by a certification scheme.

7.11. A CB can voluntarily request the withdrawal of its accreditation.

8. Conformity with GSTC Requirements

8.1. The CB shall be accredited with a defined scope as in Section 5:

8.1.1. The GSTC and the GSTC-Endorsed NAB may further limit the technical or geographical scope of certification based on the justification provided or upon request by the CB.

8.2. The CB shall comply with the requirements in ISO 17065:2012:

8.2.1. CBs shall conform to the additional requirements for ISO 17065:2012 set out in Clause 8.5.

8.2.2. Where no text appears after a Clause of ISO 17065:2012 is referenced, CB shall take this to mean that no additional requirements are provided.

8.3. The CB shall comply with all normative references in this Accreditation Manual.

8.4. The CB shall have entered into a licensing agreement with the GSTC prior to being granted accreditation.

NOTE: Licensing agreement requirements are set out in Clause 18.1.

ISO 17065:2012.

8.5. Requirements for the application of ISO 17065:2012:

ISO 17065:2012 – 4 General requirements:

8.5.1. CBs should note that Accreditation Bodies have been instructed to follow the accreditation auditing guidance contained within the Accreditation Audit Practice Group's document ISO/IAF AAPG Key Criteria for assessing the competency of CBs and their ability to deliver credible results.

ISO 17065:2012 – 4.1.2. Certification agreement:

8.5.2. The GSTC Requirements to ISO 17065:2012 Clause 4.1.2:

8.5.2.1. The CB shall through legally enforceable arrangements require that the certified client:

8.5.2.1.1. Does not make or permit any misleading statement regarding its certification;

8.5.2.1.2. Does not use or permit the use of a certification document or any part thereof in a misleading manner;

- 8.5.2.1.3. Amends all advertising matter when the scope of certification has been reduced;
- 8.5.2.1.4. Does not imply that the certification applies to activities and sites that are outside the scope of certification; and
- 8.5.2.1.5. Does not use its certification in such a manner that would bring the CB, the GSTC and/or certification system into disrepute and lose public trust.

ISO 17065:2012 4.1.3 Use of license, certificates and marks of conformity:

8.5.3. The GSTC Requirements to ISO 17065:2012 Clause 4.1.3:

8.5.3.1. Upon certification, the CB shall issue their client with:

8.5.3.1.1. The GSTC Logo; and

8.5.3.1.2. The GSTC Logo Terms of Use; in accordance with the GSTC Logo Terms of Issuance.

8.5.3.2. The CB shall require their client to use the GSTC Logo in accordance with the GSTC Logo terms and conditions.

ISO 17065:2012 4.2 Management of impartiality:

8.5.4. The GSTC Requirements to ISO 17065:2012 Clause 4.2.10:

8.5.4.1. Personnel who have provided consultancy services for a client shall not be used for auditing or decision making for that client for a period of a minimum of two years.

8.5.4.2. If within a period of two years following an initial audit the CBs personnel involved in the audit or certification decision making become involved with the client as staff, contractors or consultants, the CB shall review the audit and all

decisions arising from it to ensure that there was no conflict of interest at the time of the audit and/or certification decision.

ISO 17065:2012 4.5 Confidentiality:

8.5.5. The GSTC Requirements to ISO 17065:2012 Clause 4.5:

8.5.5.1. Personnel, including any committee members, contractors, personnel of external bodies or individuals acting on the CBs behalf, shall keep confidential all information obtained or created during the performance of the CBs activities except as required by law.

ISO 17065:2012 4.6 ISO 17065:2012 Publicly available information:

8.5.6. Requirements to ISO 17065:2012 Clause 4.6:

8.5.6.1. The CB shall also maintain public information about:

8.5.6.1.1. Geographical areas in which it operates; and

8.5.6.1.2. Dispute mechanisms including complaints and appeals procedures available in the languages the CB operates.

ISO 17065:2012 5.0 Structural requirements;

8.5.7. The CB shall comply with the requirements of ISO 17065:2012 Clause 5.0.

ISO 17065:2012 6.0 Resource requirements;

8.5.8. The CB shall comply with the requirements of ISO 17065:2012 Clause 6.0.

ISO 17065:2012 7.0 Process Requirements;

8.5.9. The CB shall comply with the requirements of ISO 17065:2012 Clause 7.0.

ISO 17065:2012 7.1 General:

8.5.10. The GSTC Requirements to ISO 17065:2012 Clause 7.1.2:

8.5.10.1. The CB shall define the scope of the certification, specifying the services and locations that have been assessed against the Reference Standard:

8.5.10.1.1. In cases where the H/A or TO owns majority equity in a supplier or is under common ownership with that business, and that supplier's products and services are promoted or used frequently by the H/A or the TO, the H/A or TO shall be required to arrange for that business to be either

- i. included within the scope of certification; or
- ii. certified under a separate and distinct certification.

A five-year timeline for inclusion or completion of certification shall be set by the CB (16.8).

8.5.10.1.2. During this five-year period, the scope described in the certification documentation shall adequately describe the exclusion of such services that are not within the scope of the GSTC certification. Further, if the H/A or TO jointly advertises its GSTC certification along with such out-of-scope services, the advertising material shall clearly differentiate between those services that are included within the scope of the GSTC certification and those services that are not included.

8.5.10.2. When the Reference Standard is the GSTC-Recognized Standard, the CB shall have legal authorization to provide auditing and certification services to the GSTC-Recognized Standard.

8.5.10.3. When a certification scheme is owned by a third party, the CB shall have legal authorization to use the Reference Standard, marks and logos and any other intellectual property rights as well as other rules of the scheme.

- 8.5.10.4. All the requirements in the GSTC-Recognized Standard are mandatory and shall be assessed for conformity.

NOTE: To be awarded GSTC-Recognized Standard not all the the GSTC Criteria are mandatory. However, for a CB to become awarded GSTC-Accredited status, conformity with at least one of the criteria matching each of the GSTC Criteria shall be mandatory in order to demonstrate that all certified businesses and activities comply with all the GSTC Criteria.

ISO 17065:2012 7.2 Application:

- 8.5.11. The GSTC Requirements to ISO 17065:2012 Clause 7.2:

- 8.5.11.1. The CB shall obtain all the necessary client information to allow proper planning of audits, in accordance with the relevant certification scheme. This information shall include at a minimum:

8.5.11.1.1. Information about the client's sustainability management system and performance;

8.5.11.1.2. The Reference Standard (standards and/or other normative documents established by the certification scheme) for which the client is seeking certification;

8.5.11.1.3. The general information of the client, including its name and the address(es) of its physical location(s), description of its process and operations and other information, and any relevant legal obligations;

8.5.11.1.4. General information concerning the client, relevant to the certification for which the audit is conducted, such as the client's activities, its human and technical resources and its functions and relationship in a larger corporation, if any;

8.5.11.1.5. Information concerning all outsourced processes used by the client that will affect conformity to requirements; and

- 8.5.11.1.6. All other information needed in accordance with the relevant certification scheme, such as information for initial evaluation and surveillance activities, e.g. the locations where the tourism services are provided and contact personnel at these locations.

NOTE: A variety of media and mechanisms can be used to collect this information at various times, including an application form. Such information gathering can be in conjunction with or separate from, the completion of the legally binding agreement (the certification agreement) specified in Clause 4.1.2 of ISO/IEC 17065:2012.

ISO 17065:2012 7.3 Application review:

8.5.12. The GSTC Requirements to ISO 17065:2012 Clause 7.3.1:

8.5.12.1. The CB shall use the following tourism activities to describe the scope of the audit of the client:

8.5.12.1.1. Hotel/Accommodation.

8.5.12.1.2. Tour Operator.

8.5.12.1.2.1. Tour Product.

ISO 17065:2012 7.4 Evaluation

8.5.13. The GSTC Requirements to ISO 17065:2012 Clause 7.4.1:

8.5.13.1. The CB shall ensure that an audit plan is based on documented requirements of the CB as well as requirements described in this manual.

8.5.13.2. An audit plan shall be developed to clearly identify the audit activity/activities required to demonstrate that the client's sustainability management processes fulfill the requirements for certification to the Reference Standard.

8.5.13.3. The audit plan shall include the type of audit, such as initial audit, surveillance audits and a recertification audit in the third year prior to the expiration of

certification. The three-year certification cycle begins with the certification or recertification decision.

8.5.13.4. The certification cycle shall be 3 years, and the audit program shall establish, as a minimum, a surveillance audit every year and a recertification audit that shall begin during the year prior to the expiration of certification.

8.5.13.5. The determination of the audit plan and any subsequent adjustments shall consider the size of the client organization, the scope and complexity of its sustainability management processes and products as well as demonstrated level of effectiveness and the results of any previous audits.

8.5.13.6. The audit plan shall include the roles and responsibilities of the auditor and audit team, when appropriate.

8.5.14. The GSTC Requirements to ISO 17065:2012 Clause 7.4.2:

8.5.14.1. The CB shall assign an auditor and/or audit team, when appropriate, in conformity with the requirements set out in the GSTC Auditor Qualification, Knowledge and Skills in Section 10.

8.5.14.2. The CB and audit team assigned shall communicate and approve the audit plan with the client.

8.5.15. The GSTC Requirements to ISO 17065:2012 Clause 7.4.3:

8.5.15.1. At each audit, the CB shall use an audit checklist/evaluation tool which includes all criteria and indicators of the Reference Standard and requires the completion, for each criterion, of the audit findings (conformity, nonconformity, not assessed, or not applicable), based on evidence obtained from the audit process.

NOTE: The CB shall use the audit checklist/evaluation tool template provided by the GSTC once this template is published.

- 8.5.15.2. The evaluation tool shall include guidance for conducting the audit and compliance and indications for the types of evidence required.
- 8.5.15.3. Where applicable, the evaluation tool shall include the additional certification and audit evaluation requirements for use of the GSTC name, marks and logos as they relate to certification (Sections 14 to 17).
- 8.5.15.4. Each CB before performing audits shall define the level of risk of the client through carrying out a risk assessment. Risk assessments are applicable to all types of clients. The outcome of the risk assessment shall determine the duration and the focus of the audit and is additional to the elements described in Clause 8.5.15.6.
- 8.5.15.5. CBs shall develop documented procedures for determining the audit time in conformity with the two primary risk categories provided in Clause 8.5.15.6.
- 8.5.15.6. CBs shall rely on the following two primary risk categories when conducting the risk assessment:
- 8.5.15.6.1. If either of the two aspects listed in this clause apply, the client shall be considered high risk:
- a. When the client's location and/or operations have a significant likelihood of causing negative environmental, social, economic, and cultural impacts in a sensitive area.
 - b. When the Rule of Law and Control of Corruption scores of the country in which the client operates are below 60 points according to Business Social Compliance Initiative (BSCI) Countries Risk Classification.
- 8.5.15.6.2. If the client falls under the above cases but is not classified as high risk, the CB shall provide a rationale.

- 8.5.15.6.3. If the two aspects listed in this clause apply, the client may be considered low risk:
- a. When the client's location and/or operations have minimal likelihood of causing negative environmental, social, economic, and cultural impacts in a sensitive area.
 - b. When the Rule of Law and Control of Corruption of the country in which the client operates are both above 60 points according to BSCI Countries Risk Clarification.
- 8.5.15.6.4. CBs shall ensure the client's location and/or operations in a sensitive area are considered in defining the level of risk.
- 8.5.15.6.5. CBs shall use the following lists and categories to determine sensitive areas:
- a. UNESCO World Heritage List.
 - b. IUCN Protected Areas Category I to IV.
 - c. List of Wetlands of International Importance (Ramsar List).
- 8.5.15.6.6. When the lists in Clause 8.5.15.6.5. are unavailable, the CB should rely on the national legislation where the client operates to determine the sensitive areas.
- 8.5.15.6.7. CBs may consider other secondary data and define risk level based on the following:
- a. Media monitoring check of the business (news classified as 'negative' will be prioritized when reviewing many overall results).
 - b. Any other information gathered through online searches, social media, or networks.

- c. Any other relevant information already within the knowledge of the CB personnel.

8.5.15.7. CBs shall develop documented procedures for determining the audit time in conformity with the audit frequency and duration upon the scope of certification described in Clause 8.5.15.12 to 8.5.15.14.

8.5.15.8. All levels of risk are subject to ratification by the CB. The two primary risk categories described in Clause 8.5.15.6 shall be used to define the level of risk of the client.

8.5.15.9. Travel time to and from audited sites shall not be included in determining the audit time.

8.5.15.10. If the CB operates within specific jurisdictions, countries or areas, specific guidance on local application of the criteria may be included within the evaluation tool.

8.5.15.11. CBs shall conduct audits as follows:

8.5.15.11.1. Initial Audit shall be conducted on-site.

8.5.15.11.2. Surveillance Audits may be performed remotely or in a hybrid format if the client is assessed as low-risk or extremely low-risk based on the CB's risk assessment.

8.5.15.11.3. The first and second re-certification audits may be performed remotely or in a hybrid format if the client is assessed as low-risk or extremely low-risk based on the CB's risk assessment.

8.5.15.11.4. The third re-certification audit shall be performed on-site or as a hybrid audit.

8.5.15.11.5. Based on the CB's risk assessment, the CB shall determine if the fourth and subsequent re-certification audit will be conducted on-site, remotely, or in a hybrid format.

8.5.15.11.6. CBs shall follow the GSTC Remote Audit Guidelines for the remote audit.

8.5.15.12. When the scope of certification is Hotel/Accommodation:

8.5.15.12.1. On-site audits shall follow Clause 8.5.15.11.

8.5.15.12.2. Surveillance audit shall occur annually. If a client is classified as a high-risk H/A, the CB shall conduct an on-site surveillance audit.

8.5.15.12.3. Audit shall be more than one (1) day for high-risk situations. Exceptions are allowed for extremely low-risk cases following Clause 8.5.15.12.6.

8.5.15.12.4. Surveillance audits may be conducted remotely, in a hybrid format, or on-site, depending on the CB's risk assessment of the client.

8.5.15.12.5. If a client is classified as extremely low-risk, the CB may conduct a Remote Surveillance audit following the GSTC Remote Audit Guidelines for the H/A and IAF MD 4:2022. If the client has some conformity issues, but the CB can justify a hybrid audit, they may opt for a hybrid.

8.5.15.12.6. Extremely low-risk H/As shall comply with the following:

- a. Twenty (20) or fewer guest rooms and five (5) or fewer staff;
- b. With no meetings, weddings, or function spaces and activities;
- c. Locally owned but not belong to a multi-site organization;

- d. Not located in sensitive areas defined in Clause 8.5.15.6.5.;
and
- e. With access to the internet and/or broadband for using information and communication technology when participating in remote audits, when appropriate.

8.5.15.13. When the scope of certification is TO :

8.5.15.13.1. On-site audits shall follow Clause 8.5.15.11. Surveillance audit shall occur annually. If a client is classified as a high-risk TO, the CB shall conduct an on-site surveillance audit.

8.5.15.13.2. Audit duration shall be, at minimum, half a day (4 hours) for extremely low-risk, but more than two (2) days (16 hours) for high-risk situations.

- a. The CB shall provide justification whenever it assigns fewer than two (2) days.

8.5.15.13.3. Surveillance audits may be conducted remotely, in a hybrid format, or on-site, depending on the CB's risk assessment of the TO.

- a. If a TO is classified as extremely low-risk, the CB may conduct a remote audit following the GSTC Remote Audit Guidelines and IAF MD 4:2022.
- b. If the TO has some conformity issues, but the CB can justify a hybrid audit, the CB may opt for a hybrid audit for the TO.
- c. If the TO is classified as high-risk, the CB shall conduct an on-site audit.

8.5.15.13.4. Extremely low-risk TOs shall comply with the following:

- a. Five (5) or fewer staff.

- b. Operating tours in a small geographical area like a village, town, or city with a limited population and businesses. Or,
- c. Operating ten (10) or fewer fixed tours using a small number of suppliers.

8.5.15.13.5. The CB shall justify the conditions in Clause 8.5.15.13.5.

8.5.15.14. When the scope of certification is Tour Product (TP):

8.5.15.14.1. On-site audits shall follow Clause 8.5.15.11. Surveillance audits shall occur annually. If a client is classified as a high-risk TP, the CB shall conduct an on-site surveillance audit.

8.5.15.14.2. The duration of on-site audits is one (1) day, with a minimum duration of half a day (4 hours).

- a. The CB shall provide justification whenever it assigns less or longer duration.

8.5.15.14.3. Surveillance audits may be conducted remotely, in a hybrid format, or on-site, depending on the CB's risk assessment of the TP.

- a. If the TP is extremely low-risk, the CB may conduct a remote audit following the GSTC Remote Audit Guidelines and IAF MD 4:2022.
- b. If the TP has some conformity issues, but the CB can justify a hybrid audit, the CB may opt for a hybrid audit for the TP.
- c. If the TP is classified as high risk, the CB shall conduct an on-site audit.

8.5.15.14.4. Extremely low-risk TPs shall comply with the following:

- a. Not include any sensitive areas defined in Clause 8.5.15.6.5.;

- b. All suppliers have been certified/verified sustainable by third parties;
- c. The tour duration is four (4) hours or less.

8.5.16. The GSTC Requirements to ISO 17065:2012 Clause 7.4.4:

- 8.5.16.1. CB audit personnel shall follow the guidance on auditing provided in ISO 19011. In this case, the recommendations in that standard (ISO 19011) shall be understood as obligations.
- 8.5.16.2. The auditor may undertake interviews with stakeholders within or external to the client in order to clarify aspects of the client's activity and performance. The auditor shall undertake such interviews where there is significant doubt about the sufficiency, quality, or veracity of information supplied by a client.
- 8.5.16.3. The client shall be informed in writing about any stakeholder interview undertaken but shall not be informed of any information that stakeholders request to remain confidential.

8.5.17. The GSTC Requirements to ISO 17065:2012 Clause 7.4.6:

- 8.5.17.1. The CB shall inform the client of all nonconformities in writing.
- 8.5.17.2. When major nonconformities have arisen, the CB shall provide a period of 90 days for nonconformity correction.
- 8.5.17.3. When minor nonconformities have arisen, the CB shall provide a 30-day term for nonconformity correction.
- 8.5.17.4. If the CB provides different terms for correcting nonconformities, the provision shall be justified.

ISO 17065:2012 7.5. Review:

8.5.18. The GSTC Requirements to ISO 17065:2012 Clause 7.5:

8.5.18.1. The results of all evaluation activities shall be documented prior to the review.

ISO 17065:2012 7.6. Certification decision:

8.5.19. The GSTC Requirements to ISO 17065:2012 Clause 7.6:

8.5.19.1. The CB shall confirm, prior to making a certification decision, that:

8.5.19.1.1. The information provided by the audit team is sufficient with respect to the certification requirements and the scope for certification.

8.5.19.1.2. It has reviewed, accepted and verified the effectiveness of correction and/or corrective actions, for all nonconformities that represent:

- a. Failure to fulfill one or more requirements of the Reference Standard; or
- b. A situation that raises significant doubt about the ability of the client's sustainability management processes to achieve its intended outputs.

8.5.19.1.3. It has reviewed and accepted the client's planned correction and/or corrective action for any other nonconformities.

8.5.20. The GSTC Requirements to ISO 17065:2012 Clause 7.7.1:

8.5.20.1. In addition to items in the list of ISO 17065:2012 Clause 7.7.1, the CB shall provide the client with formal certification documentation that clearly conveys, or permits identification of the following:

8.5.20.1.1. The name and geographical location of each certified client (or the geographical location of the headquarters and any sites within the scope of a multi-site organization. See Section 15);

- 8.5.20.1.2. The Reference Standard, including an indication of issue status (e.g., revision date or number) used for the assessment of the certified client;
 - 8.5.20.1.3. The scope of certification with respect to the type of activities, products and services as applicable at each site without being misleading or ambiguous;
 - 8.5.20.1.4. In the case of Tour Product Certification, the name of the Tour, its destination country, principal regions, cities, and its main destinations or attractions;
 - 8.5.20.1.5. The name, address and certification mark of the CB and the GSTC logo; other marks (e.g., accreditation symbol, client's logo) may be used provided they are not misleading or ambiguous; and
 - 8.5.20.1.6. Any other information required by the Reference Standard.
- 8.5.20.2. The CB shall have rules for certified clients that jointly advertise other tourism services that have not been certified by the Reference Standard. The advertisement of those other tourism services shall not imply that the product, process or service is certified by the Reference Standard.

ISO 17065:2012 7.8. Directory of certified products:

8.5.21. The GSTC Requirements to ISO 17065:2012 Clause 7.8:

- 8.5.21.1. CBs shall maintain an up-to-date publicly available database of certification of clients including:
 - 8.5.21.1.1. Full name and address of the client;
 - 8.5.21.1.2. Name of Tour, its destination country, principal regions, cities, and its main destinations or attractions, along with the name of TO for the scope of Tour Product;

8.5.21.1.3. Scope of certification; including the Reference Standard if applicable; and

8.5.21.1.4. Validity and duration of the certificate.

ISO 17065:2012 7.9. Surveillance:

8.5.22. The GSTC Requirements to ISO 17065:2012 Clause 7.9:

8.5.22.1. Surveillance activities shall be established in the audit program and shall include periodic on-site audits to assure ongoing validity of the demonstration of fulfillment of the Reference Standard requirements.

8.5.22.2. Surveillance audits shall follow the requirements set out in Clause 8.5.15.

8.5.22.3. Surveillance audits shall be conducted once every year.

8.5.22.4. Surveillance audits shall be conducted on-site at least once every two years:

8.5.22.4.1. For high risk situations, on-site audits shall occur annually.

8.5.22.5. Surveillance audits can be performed on-site, remotely or a combination of both. The CB shall provide clear justification of the chosen methods for remote and on-site audits:

8.5.22.5.1. For remote audits, the CB shall only cover Section A, D1 and D3 in the GSTC Industry Criteria.

8.5.22.5.2. For on-site audits, the CB shall ensure that social, cultural and environmental sensitive criteria in Section B, C and D3 of the GSTC Industry Criteria are covered.

8.5.22.6. For extremely low risk clients, surveillance audits can be performed remotely. The CB shall cover all the GSTC Criteria and provide clear justification of the chosen methods for remote audit.

- 8.5.22.7. The date of the first surveillance audit following initial certification shall not be more than 24 months from the last day of the audit.
- 8.5.22.8. Surveillance audits are not necessarily full sustainability management processes audits. Surveillance audits may focus on key processes, a portion of the client's organization and/or sensitive issues. In the 3-year certification cycle, all requirements shall be covered.
- 8.5.22.9. Surveillance audits can use, to some extent, remote auditing techniques. In this case, IAF MD 4:2022 shall be used.
- 8.5.22.10. The CB may undertake random unannounced monitoring visits; and
- 8.5.22.11. The CB shall maintain certification based on the demonstration that the client continues to comply with the Reference Standard.

ISO 17065:2012 Clause 8.0 Management System Requirements.

- 8.5.23. The CB shall comply with the requirements of ISO 17065:2012 Clause 8.0.

9. Personnel Competence Criteria

- 9.1. CB shall comply with the requirements in ISO 17065:2012 6.1 Certification Body personnel.
- 9.2. The GSTC Requirements to ISO 17065:2012 Clause 6.1:
 - 9.2.1. All personnel involved in audit or certification decision making activities shall meet the criteria set out for the relevant role undertaken.
 - 9.2.2. Personnel shall possess the knowledge and skills necessary to achieve the intended results of the roles they are expected to perform. Personnel shall possess generic knowledge and skills (see Clauses 10.3 and 10.4) and shall also be expected to possess discipline and sector-specific knowledge and skills described in this section.
 - 9.2.3. Specific requirements for the GSTC auditors, reviewers and decision makers are described in Sections 10 and 11, respectively.

10. Auditor Qualifications, Knowledge and Skills

10.1. Individuals engaged to undertake audits (which may have one or more members) shall meet the following criteria.

Personal Attributes

10.2. Auditors shall possess personal attributes to enable them to act in accordance with the following principles of auditing stated in ISO 19011. Auditors shall exhibit professional behavior during the performance of audit activities, including being:

| | | |
|----------|--------------|--|
| 10.2.1. | Ethical | Fair, truthful, sincere, honest, and discreet; |
| 10.2.2. | Open-Minded | Willing to consider alternative ideas or points of view; |
| 10.2.3. | Diplomatic | Tactful in dealing with people; |
| 10.2.4. | Observant | Actively aware of physical surroundings and activities; |
| 10.2.5. | Perceptive | Aware of and able to understand situations; |
| 10.2.6. | Versatile | Adjusts readily to different situations; |
| 10.2.7. | Tenacious | Persistent and focused on achieving objectives; |
| 10.2.8. | Decisive | Reach timely conclusions based on logical reasoning and analysis; |
| 10.2.9. | Self-reliant | Acts and functions independently while interacting effectively with others; |
| 10.2.10. | Firm | Able to act with fortitude; acts responsibly and ethically, even though these actions may not always be popular and may sometimes result in disagreement or confrontation; |

| | | |
|----------|----------------------|---|
| 10.2.11. | Open to Improvement | Willing to learn from situations; |
| 10.2.12. | Culturally Sensitive | Observes and respectful to the culture of the auditee; and |
| 10.2.13. | Collaborative | Interacts effectively with others, including members of the audit team and auditee's staff. |

Knowledge and Skills

10.3. Generic knowledge for auditing:

- 10.3.1. Knowledge of audit principles, practices, and techniques. Auditors shall have knowledge of generic audit principles, practices, and techniques, as specified in this manual sufficient to conduct certification audits and to evaluate internal audit processes.
- 10.3.2. Knowledge of the CB's process. Auditors shall have knowledge of a CB's process sufficient to perform audits in accordance with the CB's certification process.
- 10.3.3. Communication skills appropriate to all levels within the client organization. Auditors shall be capable of communicating effectively with persons at any level of an organization using appropriate terminology and expressions.
- 10.3.4. Note-taking and report-writing skills. Auditors shall be capable of reading and writing with sufficient speed, accuracy, and comprehension to record, take notes, and effectively communicate audit findings and conclusions.
- 10.3.5. Presentation skills. Auditors shall be capable of clearly presenting audit findings and conclusions.

10.3.6. Interviewing skills. Auditors shall be capable of interviewing to obtain relevant information by asking open-ended, well-formulated questions and listening to understand and evaluate the answers.

10.3.7. Audit-management skills. Auditors shall be capable of conducting and managing an audit to achieve the audit objectives within the agreed timeframe.

10.4. Specific knowledge of sustainability:

10.4.1. Auditors shall have knowledge of the terminology, practices, and processes common to sustainability sufficient to understand the context of the client's operations, including:

10.4.1.1. Sustainability terminology;

10.4.1.2. Aspects and impacts of sustainability;

10.4.1.3. Ability to interpret laws and regulations;

10.4.1.4. Techniques for identification and evaluation of sustainability aspects and impacts and their sustainability significance;

10.4.1.5. Needs, expectations, and concerns of the local community, workforce and other relevant stakeholders, including heritage, cultural customs and religious sensitivities; and

10.4.1.6. Social, environmental, economic and political context in which the client operates.

Education and Work Experience

10.5. Auditor competence can be acquired using a combination of the following:

10.5.1. Education or training that covers generic auditor knowledge and skills under the supervision of an experienced auditor; and

10.5.2. Experience involving the exercise of judgement, decision making, problem-solving and communication with managers, professionals, peers, customers, and other interested parties.

10.6. Education:

10.6.1. Auditors shall have formal education sufficient to acquire the knowledge and skills described in Clause 10.3. A secondary education certificate is the minimum level required for auditors engaged to undertake audits for H/A and TO.

10.7. Work and Audit experience:

10.7.1. Lead auditor qualification in any internationally recognized certification programs.

10.7.2. At least 2 years experience in the hospitality tourism industry, environmental management, or social sector.

10.7.3. Audit experience: at least 20 audits in the hospitality, tourism industry, environmental management or social sectors. Audits should be completed within the previous 3 consecutive years.

10.7.4. An auditor shall undergo a supervised training period that involves at least 3 audits as a trainee auditor to gain practical experience in audit against GSTC Industry Criteria.

10.8. Training on Auditing:

10.8.1. Training on auditing by training organizations relevant to non-tourism standards. The auditor shall have successfully completed training on audit techniques and practices provided by internationally and nationally recognized training organizations. GSTC accepts one of the formal training on such as ISO 9001 Quality Management Systems, ISO 14001 Environmental Management Systems, or other ISO standards or other relevant standards, provided by internationally and nationally recognized training organizations to fulfill this requirement; or

10.8.2. Training on auditing by organizations relevant to tourism standards. The auditor shall have successfully completed training equivalent to other auditor training programs, as described in Clause 10.8.1, with a minimum of the following areas, via online or offline:

10.8.2.1. Quality and Environmental Management System relevant to ISO 9001 and 14001;

10.8.2.2. Audit techniques and practices based on ISO 19011;

10.8.2.3. Stakeholder consultation: ability to consult with tourism business, regulatory agencies, industry groups, local community members and any indigenous stakeholders; and

10.8.2.4. Management of environmental, economic and socio-cultural issues applied to the tourism sector.

10.9. The GSTC Training for Auditors. The auditor shall successfully complete the GSTC's Training for Auditors requirements.

NOTE: This shall be "GSTC Auditor Training" distinct from other the GSTC sustainable tourism training programs for other tourism stakeholders:

10.9.1. Auditors of H/As shall attend Module A, Module B, and Module E. Completion of these is sufficient for auditing H/As.

10.9.2. Auditors of TOs shall satisfy Module A, Module C, and Module E. Completion of these is sufficient for auditing TOs and Tour Products.

10.9.3. Auditors satisfying the following requirements shall only attend Module A via online or offline as a mandatory training course:

10.9.3.1. Having over 3 years of work experience in tourism certification; and

10.9.3.2. Completed at least 20 audits of Hotel/Accommodation/Tour Operator against a GSTC-Recognized Standard or the GSTC Criteria completed within the previous 3 consecutive years.

10.9.3.2.1. If some or all of the 20 audits were completed prior to the GSTC's Recognition of the standard, the decision to accept those audits will be based on how similar the standard was before and after GSTC's recognition. The final decision lies solely with the GSTC and is at GSTC's discretion.

NOTE: The outline of the content of GSTC's Training for Auditors course is presented in Annex B. Questions on GSTC's Training for Auditors should be directed to the GSTC.

10.9.4. Evaluation of the GSTC Training for Auditors. Auditors shall successfully pass the approved GSTC's Training for Auditors evaluation, which is divided into online written exam and field performance test evaluations:

10.9.4.1. Online evaluation. Passing marks for the written exam on the contents and application of the GSTC Criteria shall be 85%+. The exam may be re-taken once, with the same requirement of 85%+ for passing marks. If failed a 2nd time, the entire training course shall be repeated prior to additional testing.

10.9.4.2. Field evaluation. Passing marks for the field performance test on the ability to apply the GSTC Criteria and Indicators to the field and the audit skills shall be 75%+. In the case of failure to pass the field performance test, the auditor shall observe at least 5 field audits as a trainee and be evaluated internally by qualified staff within the CB.

10.9.4.3. The auditors satisfying 10.9.3 shall take the online exam but shall be exempted from the field evaluation. Passing marks for the online evaluation shall be 85%+.

10.9.4.3.1. Auditors are allowed to retake the exam one time, with the same requirement of 85%+ for passing marks. If failed a 2nd time, the training course shall be repeated prior to additional testing.

10.9.5. GSTC Training Sanction:

10.9.5.1. GSTC may sanction those who cheat during the test. For auditors, GSTC may issue a 2-year sanction prohibiting them from participating in GSTC Auditor Training.

10.9.5.2. If, on the second chance, the auditor is again caught cheating, the auditor will be prohibited from attending GSTC Auditor Training.

10.10. The CB shall determine whether or not personnel are competent to undertake audits or review audit reports and make certification decisions in each country that is covered by its accreditation scope considering that there may be significantly different regulatory, cultural and language issues.

10.11. Auditors of CBs whose accreditation scope includes the certification with a GSTC-Recognized Standard shall be trained on that full standard. This is not included in the GSTC Auditor Training and shall be provided by the Standard Owner or the CB.

Maintenance and Improvement of Competence

10.12. The GSTC qualified auditors and audit team leaders shall continually improve their competence. Auditors shall maintain their auditing competence through regular participation in sustainability audits and continual professional development. Continual professional development involves the maintenance and improvement of competence. This may be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.

10.13. Auditors shall demonstrate their continuing professional development.

10.14. Following up the GSTC Training for Auditors. Auditors shall take follow-up GSTC Training for Auditors organized by the GSTC when there is any change of the GSTC Criteria.

10.15. Records of auditors' competence. Up-to-date records shall be maintained at all times to demonstrate auditors' competence. The record of auditors newly qualified for sustainable tourism auditing shall be submitted to the GSTC Accreditation Secretariat for reviewing and managing the GSTC's list of qualified auditors.

10.16. Verification mechanisms:

10.16.1. Periodical Evaluation. Auditors' competence shall be evaluated at least every three years through a combination of an observed on-site audit, shadow audits and feedback from different sources such as review of audit reports or client feedback.

10.16.2. Revised GSTC Criteria Examination. Auditors shall pass an appropriate examination within six months of issue of revised GSTC Criteria or certification requirements. The type of examination (e.g., online, field performance, or both) shall be managed and communicated by the GSTC.

11. Reviewers and Certification Decision Makers: Qualification, Knowledge and Skills

11.1. The personnel appointed by the CB as reviewers and certification decision makers shall collectively possess the following knowledge and skills:

11.1.1. Auditing principles, practices and techniques: knowledge of generic management systems audit principles, practices and techniques, sufficient to understand a certification audit report;

11.1.2. The GSTC Criteria and Indicators and the GSTC-Recognized Standard used as Reference Standard: knowledge of the Reference Standards being specified for certification sufficient to make a decision based on a certification audit report, including the understanding of local, social, cultural, and business contexts;

11.1.3. CB processes: knowledge of the CBs processes sufficient to determine if expectations of the CB have been fulfilled based on the information submitted for review;

11.1.4. Tourism organization business sector: knowledge of the terminology, practices and processes common to a client's business sector sufficient to understand an audit report in the context of the Reference Standard;

- 11.1.5. Terms, definitions and processes in sustainable tourism: knowledge of the terms, definitions and processes related to sustainable tourism sufficient to understand a certification audit report;
- 11.1.6. Language understanding to allow them to use the relevant language version of the GSTC Criteria and if applicable the GSTC-Recognized Standard:
 - 11.1.6.1. Should comfortably read and speak the language used by the majority of personnel in the tourism business and in which the reports are written; and
 - 11.1.6.2. This only applies to audits and certifications not undertaken in English. See Section 6 of the GSTC-Accreditation Manual regarding languages for audits and auditors.
- 11.1.7. Knowledge of group and multi-site certification (if applicable): understanding and applying requirements and guidance for group and multi-site certification.

12. Ineligibility for Certification

- 12.1. An organization is ineligible for certification if:
 - 12.1.1. It has had its certificate withdrawn within the last 2 years.
 - 12.1.2. It has had its certificate suspended within the last 6 months.
- 12.2. The CB shall require the client (both during the periods of application and while actively certified) to declare any association with entities that have been successfully prosecuted for forced labor and/or environmental violations.
- 12.3. If an entity belonging to, or currently contracted by, a client has been successfully prosecuted for violations of laws related to forced labor and/or environmental violations in the last 2 years, the organization applying for certification shall not be allowed to continue with the GSTC certification process.
- 12.4. A CB may transfer a GSTC Certification to another GSTC-Accredited CB upon request from a client. Where a transfer has been requested, the CB accepting the transfer shall:

- 12.4.1. Record the reason(s) for the transfer and its legitimacy;
 - 12.4.2. Verify and close any open minor nonconformities;
 - 12.4.3. Determine whether an on-site or off-site audit is required to complete the transfer; and
 - 12.4.4. Inform the GSTC within five calendar days from the client's request to transfer.
- 12.5. The certification shall not be transferred when the client has any outstanding major nonconformities or is suspended, or the client is subject to an ongoing complaint that is under process by the current CB.

13. Certification Program with Multilevel Award System

- 13.1. The GSTC-Accredited CS that allows multiple levels of compliance shall ensure that the minimum level meets the GSTC Criteria and the certification process for any level shall comply with the requirements stated in this Manual, as long as the level is referred to as certification.

Example: a certification scheme awards hotels in 3 levels: Bronze, Silver, and Gold. The Bronze level of this certification scheme shall comply with all GSTC Criteria and hold a valid and currently Recognized status in the GSTC.

14. Multi-site Certification

Introduction

- 14.1. CBs should note that Section 14 uses IAF MD 1:2018 as a basis with additional or specific GSTC requirements.
- 14.2. As in the general market, there are large enterprises in the tourism sector that operate and deliver tourism services at several different sites. When this happens in such a way that the tourism activities and their management are carried out in a similar manner at different sites, all under a single management system, the multi-site certification can apply.

14.3. A multi-site organization is an organization with a central office in which certain activities are performed or managed within a network of sites, and at which such activities are fully or partially carried out. All sites have a direct legal or contractual link with the central office of the organization and are subject to a common sustainability management system (SMS). A multi-site organization is defined as an organization having:

14.3.1. An identified central office at which certain activities are planned, controlled, or managed; and

14.3.2. A network of local offices or branches (sites) at which such activities are fully or partially carried out.

14.4. Such an organization need not be a unique legal entity, but all sites shall have a legal or contractual link with the central office of the organization and be subject to a common quality system which is established and subject to continuous surveillance by the central office. This means that the central office has the right to implement corrections or corrective actions when needed at any site. This shall be specified in the contract between the central office and the sites.

Examples of possible multi-site organizations are:

a. Organizations operating with franchises with common SMS, (for example, hotel management groups);

b. Tourism service companies with multiple sites offering a similar service; and

c. Tourism companies with multiple branches.

Eligibility of a multi-site certification

14.5. The requirements of Clause 5 of IAF MD 1:2018 shall apply.

14.6. All the relevant sites (including the central office) shall be under the multi-site organization's internal audit program and all shall have been assessed in line with that program before the organization applies to the certification.

- 14.7. The tourism services provided by the multi-site organization shall be managed by the same organization.
- 14.8. The multi-site organization shall demonstrate that its central office has an established SMS in line with the Reference Standard under assessment and that the whole organization meets the requirements of the standard. This shall include consideration of relevant regulations.
- 14.9. Factors affecting the eligibility of a multi-site organization to be eligible for sampling:
 - 14.9.1. The multi-site certification process shall not be applied where site sampling is not appropriate to gain sufficient confidence in the effectiveness of the management system under assessment. Such considerations shall include:
 - 14.9.1.1. The scope of the SMS and if applicable sub-scopes for each site; and
 - 14.9.1.2. Size of sites eligible for multi-site assessment: the larger the size of individual sites, the greater the inherent tendency for system implementation to vary from site to site; consequently, the greater the need to have a higher sampling frequency. Similarly, extreme differences in the size or complexity of individual sites within the population increase the tendency for variations in the way in which the system is implemented. If significant variation exists in operational equipment or site size, such that it would be reasonable to expect some variations in consistency of operations, visits undertaken shall ensure sufficient sampling of each sub-category of site type.

Specific requirements applicable to multi-site certification

- 14.10. Information required:
 - 14.10.1. To properly evaluate if the organization complies with the requirements of a multi-site organization, besides the information usually required for the application, it shall also include the evaluation of:

- 14.10.1.1. Results of internal site audits and management reviews or previous certification audits;
- 14.10.1.2. Records of complaints and other relevant aspects of corrective and preventive action;
- 14.10.1.3. Significant variations in the size of the sites/services;
- 14.10.1.4. Variations in shift patterns and work procedures;
- 14.10.1.5. Complexity of the management system and processes conducted at the sites;
- 14.10.1.6. Modifications since the last certification audit;
- 14.10.1.7. Maturity of the management system and knowledge of the organization;
- 14.10.1.8. Environmental and social issues and extent of aspects and associated impacts for sustainability management systems;
- 14.10.1.9. Differences in culture, language and regulatory requirements; geographical dispersion; and
- 14.10.1.10. Whether the sites are permanent, temporary or virtual.

14.10.2. The CB shall have procedures to conduct the certification of a multi-site organization. These procedures shall be made available to the clients.

14.11. Sampling:

- 14.11.1. The CB shall have a written procedure to establish and manage the site sampling process for the audit of a client's SMS covering the same activity in various locations. The rationale for the sampling plan shall be documented for each client.
- 14.11.2. The sampling frequency shall be at least once every year.
- 14.11.3. The CB shall follow mandatory requirements set out in IAF MD1:2018 for determining the sampling.

14.12. Management of nonconformities

- 14.12.1. The requirements in Clause 7.7 of IAF MD 1:2018 shall be met.
- 14.12.2. The CB shall monitor the multi-site organization's review and corrective action process and may need to increase the sampling frequency until it is clear that control is re-established.
- 14.12.3. When carrying out the audit process, if any site has a major nonconformity the CB shall not:
 - 14.12.3.1. Issue a certificate to any of the network until satisfactory corrective action is completed (for initial and re-certification only); and
 - 14.12.3.2. Exclude a particular site because of a major nonconformity at that site (in the case of surveillance).

14.13. Certificates:

- 14.13.1. The CB shall issue a single certificate identifying the name and address of the central office of the multi-site organization with a list of the sites to which the certificate relates. If the certification scope of any site(s) is only part of the general scope, this will be clearly shown in the schedule.
- 14.13.2. The list of sites shall be kept updated. The CB shall require the multi-site organization to inform the CB of any changes in the sites, including the closure of any of the sites.
- 14.13.3. Additional sites can be added to an existing certificate as part of surveillance or recertification audits. When adding a new group of sites to join an already certified multi-site organization, the new sites shall be considered as an independent set for the determination of the sample size. After adding the new group to the certificate, the CB shall add the new sites to the previous total to work out the sample size for future surveillance or certificate renewal audits.

- 14.13.4. The certificate shall be suspended in its entirety if the central office or any of the site(s) does not/do not fulfill the necessary criteria for maintaining the certificate.

15. Group Certification

Introduction

- 15.1. Several individual tourism enterprises may form a group to implement a Reference Standard and seek certification together. The purpose is to share the cost of implementation and certification. Group certification is a well-established good practice within sustainability standards and is particularly practiced by small and medium businesses.
- 15.2. Group certification is a practice of organizing individual enterprises into structured groups to implement a Reference Standard in a common manner and under a common leadership and commitment and achieve effective sustainable performance according to the Reference Standard. Group certification shall not be confused with multi-site certification which can be applied to a single enterprise.

Requirements Applicable to Group Certification

- 15.3. When a certification scheme accepts the practice of group certification, the following shall be required:
- 15.3.1. Group members shall be individual organizations that offer similar tourism services;
 - 15.3.2. Group members shall operate in the same country and with the same language;
 - 15.3.3. The group shall have a mechanism to manage the implementation and maintenance of the same Reference Standard;
 - 15.3.4. The group shall establish and maintain a SMS;
 - 15.3.5. The SMS shall have a mechanism to ensure and assess systematically the conformity and performance of each individual enterprise of the group, including internal audits;

- 15.3.6. A group manager shall be appointed who shall be responsible for the operation of the SMS. The group manager may be a cooperative of group members, an association, a consultant or an external auditing body;
 - 15.3.7. All the members of the group are formally committed to comply with the rules and management of the group and the requirements of the Reference Standard and the certification obligations; and
 - 15.3.8. Group members are legally established entities, with their own name or brand.
- 15.4. The CB shall ensure that the GSTC's requirements for groups are followed.
- 15.5. Annex C presents the requirements applicable to the operation of a group certification.

Communication Between the CB and the Group

- 15.6. The CB shall clearly communicate the certification requirements for group certification, including these requirements and any additional scheme-specific requirements (regardless if these are set by the CB or the standard owner) to the group manager.
- 15.7. There shall be a contract between the group and the CB, including a commitment by the group manager to meet the Reference Standard and certification requirements for group certification.
- 15.8. The group manager shall report annually to the CB on relevant changes in the group's production and management practices, and provide comments and actions regarding any shortcomings in the system.

NOTE: The annual report can be a narrative or in the form of a template provided by the scheme or CB.

Evaluation of the Sustainability Management System (SMS)

- 15.9. The CB shall audit the group's SMS in order to evaluate its functioning and effectiveness and to ascertain whether the SMS results in conformity with the Reference Standard and certification requirements for group certification.
- 15.10. The CB shall audit the SMS to the same Reference Standard at least once every year.

- 15.11. The CBs audit of the SMS shall include an assessment of the conformity with the requirements outlined in this document and, in particular, that:
- 15.11.1. All internal procedures are in place;
 - 15.11.2. The group members know and access the Reference Standard and certification requirements for group certification;
 - 15.11.3. A risk assessment, appropriate to the nature, scale and complexity of the tourism activity, is carried out by the group;
 - 15.11.4. Each member of the group shall be internally inspected annually;
 - 15.11.5. New group members are only accepted as certified after the record-keeping requirements are fulfilled, the internal inspection is completed and there are no major nonconformities outstanding;
 - 15.11.6. Instances of nonconformity are dealt with by the group manager; and
 - 15.11.7. Adequate records of internal inspections are maintained.
- 15.12. The CB shall carry out a risk assessment of all aspects of the group and its members, as well as of the SMS, to identify risks to the integrity of the certification. The risk assessment shall function as a basis for the audit and certification activities.
- 15.13. The auditor shall assess the competence of the group's internal auditors, according to ISO 19011:2018.
- 15.14. The CB shall audit a sample of group members to evaluate the effectiveness of the SMS. The sample size shall be based on the results of the risk assessment. The minimum number of group members to be audited annually by the CB shall be the square root of the total number of members in the group. The members to be audited shall be selected in a way that represents the whole group, based on a combination of a risk-based and random selection of the sample.
- 15.15. The outcome of the external audit of group members shall be compared with the outcome of the group's internal audit.

Sanctions

- 15.16. Nonconformities regarding group compliance shall be based solely on the Reference Standard and certification requirements for group certification.
- 15.17. The CB shall have a documented sanctions policy for nonconformities regarding the certification of groups. The sanctions shall be applied to the group as a whole.
- 15.18. Failure of a group manager and internal auditors to detect nonconformities shall lead to sanctions. Failure of group management to act on nonconformities and apply appropriate sanctions to group members shall also lead to sanctions.
- 15.19. Major nonconformities, when the SMS is not functioning or when there is a direct risk that services are not meeting the standards or that non-certified services are sold as certified, shall lead to suspension of the entire group's certification.
- 15.20. The CB shall follow up on sanctions in a timely manner to determine if conditions have been fulfilled and shall render further sanctions where necessary.

Certificates

- 15.21. The CB shall issue a single certificate identifying the name and address of all the members of the group to which the certificate relates.
- 15.22. The list of group members shall be kept updated. The CB shall require the group manager to inform the CB of any changes in the membership, including the closure of any of the group members.
- 15.23. The certificate shall be withdrawn in its entirety if the group manager or any of the group members does not/do not fulfill the necessary criteria for maintaining the certificate.

16. Requirement for Tour Operator

Introduction

- 16.1. The term “Tour Operator” is the business/organization that plans, operates and delivers a complete package tour to a traveller. The term Tour Operator involves a large diversity of types of packages, transport operators and sellers of travel that can be combined amongst them and vary according to the set of product/service offerings, ownership structure and/or geographical location of their operations. For the purpose of certification, Tour Operators comprise outbound Tour Operator, inbound Tour Operator and Land Transport Suppliers and any combination of the 3 categories.
- 16.2. The main TO sustainability impacts occur outside their premises and arise by their third-party suppliers such as accommodation, transportation, guiding, food services, attractions of many types, catering, entertainment and other services. Effective TO management systems are essential for these varied and complex businesses and shall include sustainability and monitoring of performance on sensitive sustainability issues within the supply chain.

The Scope/eligibility of Tour Operator for certification

- 16.3. The TO shall register legally as a TO providing inbound, outbound or domestic tour services to be eligible for TO Certification.
- 16.4. The CB shall define the scope of certification with the client by identifying the type and business scope of the TO per the following categories and corresponding definitions:
- 16.4.1. Type of Tour Operator:
- 16.4.1.1. Outbound Tour Operator: Businesses that operate outbound tourism comprising for a visitor who resides outside the country of reference, either as part of an outbound tourism trip or as part of a domestic tourism trip.

16.4.1.2. Inbound Tour Operator: Businesses that operate inbound tourism activities for a non-resident visitor within the country of reference on an inbound tourism trip.

16.4.1.3. Domestic Tour Operator: Businesses that operate domestic tourism comprising the activities of a resident visitor within the country of reference, either as part of a domestic tourism trip or as part of an outbound tourism trip.

16.4.1.4. Destination Management Companies (DMCs): They may also be called Ground Handlers and other similar descriptions. Businesses arrange and operate tours for incoming tourists on behalf of overseas TOs.

16.4.2. Business Scope of the Tour Operator:

16.4.2.1. A wholesale tour operator is a travel professional that creates travel packages to be sold to travellers directly or through travel agencies at a discount.

16.4.2.2. As a seller of their services on a retail basis.

16.4.2.3. As an owner of their own transport vehicles, or lease from others, or a combination of the two.

16.5. The CB shall evaluate how the TO selects and prioritizes suppliers. This evaluation shall be completed before the onsite assessment. Auditing sample tours should verify this evaluation. The sampling process shall identify tours with the highest volume and those in higher risk categories.

16.6. In cases where a TO manages more than one of the categories described in 16.4, the CB shall determine whether the scope of certification should include all the categories or whether each TO category should apply for separate certifications.

16.6.1. If all TO categories are subject to a common SMS, then all the categories shall be considered in the scope of certification.

- 16.7. The TO shall conduct due diligence on its suppliers and subcontractors regarding their compliance with the GSTC Industry Criteria. The minimum activities for the TO to fulfil this requirement shall be recorded and shall include:
- 16.7.1. Communicating the GSTC Industry Criteria to the suppliers and subcontractors;
 - 16.7.2. Performing assessments of the suppliers and subcontractors' compliance using a checklist for ensuring their sustainability performance. The checklist used by the TO shall ensure it measures sustainability performance of the suppliers and subcontractors; and
 - 16.7.3. Monitoring the activities and tracking the performance of suppliers and subcontractors according to requirement 16.22 to ensure that these risks are effectively addressed.
- 16.8. In cases where the TO owns majority equity in a supplier or is under common ownership with that business, and supplier's products and services are promoted or used frequently by the TO, the TO shall be required to arrange for that business to be either (i) included within the scope of certification, or (ii) certified under a separate and distinct certification. A five-year timeline for inclusion or completion of certification shall be set by the CB (8.5.7.1.1).

Requirements for preparing an audit plan for Tour Operator based on risk assessment

- 16.9. The CB shall be aware of the scope, characteristics, ownership structure, degree of ownership of suppliers and the type of TO product to ensure that the audit plan is adapted to each client's context.
- 16.10. The CB shall understand that the TO may operate with a diverse set of product/service offerings, but the focus of the audit process should be based on considering which of those categories serve as the primary business unit by volume.
- 16.11. The CB shall specify the type of TO Product to be included in the audit:
- 16.11.1. Multi-day packages that include accommodation.

- 16.11.2. Excursions; Single-day tour packages without any overnight accommodation. These include city tours, local tours, regional tours, or shore excursions from cruises while in port.
- 16.12. The CB shall have documented procedures for determining the sampling process and audit duration based on the risk assessment considering the following factors:
 - 16.12.1. Number of sites where the TO operates;
 - 16.12.2. Size of business based on number of passengers; and
 - 16.12.3. Size of business based on number of suppliers.
- 16.13. The CB shall provide sampling procedures for the TOs. In case the TO has more than one unit, the sampling process needs to include them inside the scope of certification. The procedure shall meet IAF MD1:2018 Requirements.
- 16.14. The CB shall include in the audit process the review of the TO management system from the headquarters and relevant field offices, of performance records relating to the requirements of the management system and suppliers contracts.
- 16.15. The CB shall ensure that the sampling process includes and prioritizes the suppliers based on the factors below, in decreasing order of importance:
 - 16.15.1. Supplier is most frequently used by the TO;
 - 16.15.2. Supplier is part of any kind of internal or external investigation, including complaint investigations;
 - 16.15.3. Suppliers that have been certified by another GSTC-Accredited CB. However, in such cases, the CB may limit its evaluation to determining the scope, validity and absence of recent events relating to such certification, and may determine that this is sufficient evidence of conformity to the GSTC Criteria; and
 - 16.15.4. Suppliers other than those in Clauses 16.15.1, 16.15.2, and 16.15.3.

- 16.16. Where the CB certifies both the TO as well as certain eligible Tour Products (see Section 17) that are arranged by the TO, the CB shall ensure that sampling specifically includes non-eligible and non-certified Tour Products, i.e., the CB cannot rely solely on evidence from certified eligible Tour Products when certifying the TO overall activities, and shall obtain evidence from sampling outside of certified eligible Tour Products.
- 16.17. The sampling of contracted services does not constitute certification of the suppliers nor of its products. The TO external communications shall not state or imply that suppliers or products are certified (unless the products are awarded Stand alone certification per Section 17).
- 16.18. Suppliers that are being sampled for the purpose of auditing may be audited remotely if these are considered low risk by the CB.

Communication between the CB and the client

- 16.19. The CB shall clearly communicate the certification requirements for TOs, including these requirements and any additional scheme specific requirements (regardless if these are set by the CB or the standard owner) to the client.

Evaluating the Tour Operator Management System

- 16.20. The CB shall audit the TO Management System in order to evaluate its functioning and effectiveness and to ascertain whether the SMS results in conformity with the Reference Standard and certification requirements
- 16.21. The CB's audit of the SMS shall include an assessment of the conformity with the requirements outlined in this document and, in particular:
- 16.21.1. Policies for contracting and contract implementation relating to sustainability;
 - 16.21.2. Sustainability measurement and monitoring mechanisms of suppliers' performance
 - 16.21.3. Degree of influence on the suppliers' sustainability policy and performance; and
 - 16.21.4. Process for handling internal procedures and reporting related to suppliers.

16.22. The CB shall ensure that the TO encourages suppliers to gain individual sustainable certification if there are relevant certification programs, and evidence of an increase in the number of certified suppliers shall be provided in the management system records. For all categories of TO, the CB shall verify the following:

16.22.1. The TO implements a policy of preferential contracting with certified sustainable suppliers if there are relevant certification programs.

16.22.2. Prioritized contracting shall be given to H/As certified as sustainable, with additional preference given to those certified to GSTC Industry Criteria by GSTC-Accredited CB.

16.22.2.1. Evidence of an increase in the number of certified H/As by the GSTC-Accredited CB shall be provided in the management system records of the TO.

16.22.3. In cases where the TO subcontracts for land transport, prioritized contracting shall be given to land transport suppliers using clean energy vehicles.

16.22.4. The TO contracting policy indicates that in the contract bidding process, when two or more bids are similar in price and quality, a certified supplier shall be chosen in preference to a non-certified supplier.

16.22.5. All supplier contracts include clauses requiring sustainable practices to be implemented and reported to the TO.

16.23. The CB shall ensure that the following main supplier components are monitored in the TO management system:

16.23.1. Assessment of the overall quality of sustainable supply of key product and service categories, such as:

16.23.1.1. Hotels/Accommodations

16.23.1.2. Transport Suppliers

16.23.1.3. Attractions

16.23.2. Quality of the reporting capacity and data compilation capacity of the TO SMS per Criterion A1 shall include supply chain performance information.

16.24. Aviation components of TO contracting and operations are outside the scope of the GSTC Accreditation for TO certification. However, the CB shall assess the TO conformity with the GSTC Criterion D2.1 Greenhouse Gas Emissions (GHG) from the following perspectives:

16.24.1. Whether specific aviation components are necessary in place of lower-GHG-emitting transport options such as trains or other land-transport vehicles; and

16.24.2. Whether the aviation booking is directly managed by the TO.

17. Tour Product Certification

Introduction

17.1. A product applying for the GSTC Product Certification shall be operated by the GSTC-Certified TO.

17.2. When certifying a Tour Product, the CB shall evaluate conformity with all GSTC Industry Criteria.

17.3. The CB may rely on its previous evaluations of certain GSTC Industry Criteria, provided that the CB obtains evidence that (i) the management system that was previously evaluated also applies to the Tour Product to be separately certified, and (ii) the management system continues to operate effectively in conformity with the GSTC Industry Criteria. However, for criteria where Product-Specific Evidence is required (see Clause 17.4 below), the CB cannot rely solely on evidence from previous evaluations.

17.4. When certifying a Tour Product the CB shall specifically evaluate the following GSTC Industry Criteria at each audit, and shall obtain evidence of conformity with each criterion that is directly attributable to the Tour Product to be certified (Product-Specific Evidence). The CB shall evaluate and record Product-Specific Evidence for each of the following GSC Industry Criteria:

- a. A5 Customer experience;
- b. A6 Accurate promotion;

- c. A7.4 Access for all;
- d. A9 Information and interpretation;
- e. B2 Local employment;
- f. B3 Local purchasing;
- g. B4 Local entrepreneurs;
- h. B5 Exploitation and harassment;
- i. B7 Decent work;
- j. B8 Community services;
- k. B9 Local livelihoods;
- l. C1 Cultural interactions;
- m. C3 Presenting culture and heritage;
- n. C4 Artefacts;
- o. D1.1 Environmentally preferable purchasing;
- p. D2.2 Transport;
- q. D2.4 Solid waste;
- r. D3.3 Visits to natural sites;
- s. D3.4 Wildlife interactions;
- t. D3.5 Animal welfare; and
- u. D3.6 Wildlife harvesting and trade.

17.5. For the GSTC Criteria where Product-Specific Evidence is not required, the CB shall evaluate the criteria, but may choose to do so either at an aggregated level or at a product-specific level.

17.6. Certificates shall be cancelled immediately in the case where the TO certification expires or is revoked.

17.7. The TO is not eligible to conduct a certification process while its certificate is suspended.

Eligibility for Tour Product Certification

17.8. Eligibility for Product Certification:

17.8.1. The GSTC Tour Product Certification is only applied to excursions.

Certification of Excursion

17.9. Definition of Excursion:

17.9.1. "Excursion" is defined as a day-trip of any number of hours, without overnight accommodation, and consisting of one or more of the following: attractions, guide services, transport vehicles, food and beverage.

17.10. Eligibility for Certification of Excursions:

17.10.1. An excursion shall be certified only if it is operated by a TO that is certified by an Accredited Certification Body, as set out in this Accreditation Manual;

17.10.2. The TO is currently certified by GSTC-Accredited Certification Body per the terms of this Accreditation Manual;

17.10.3. Excursions shall be operated by a certified TO that is categorized per the terms of 16.4.1;

17.10.4. Excursions shall be certified only if the product operates in largely the same manner for a full calendar year, with minimal changes to land transport suppliers and vehicles, attractions, and the itinerary. When alternate key suppliers are provided to replace the regularly used suppliers, the TO selects them as a matter of standard operating procedure from their approved list within their management system; and

17.10.5. Customized Excursion packages shall not be certified.

17.11. Requirements for Certification of Excursions:

17.11.1. Specific Excursions shall be clearly defined and documented for auditing by the Certification Body, indicating its marketed name plus key features including places visited and types of land transport vehicles used;

17.11.2. Changes to the standard itinerary of the Excursion shall conform to the requirements of the management system and all other elements of Sections 16 and 17;

17.11.3. The Excursion suppliers shall be controlled by the TO management system, including but not limited to:

17.11.3.1. Attractions are selected and monitored with a focus on avoidance of visits that are harmful to the environment as follows:

17.11.3.1.1. High risk attractions located in the areas having high natural and/or cultural conservation value or high risk activities with wildlife or sensitive cultural site visits like marine mammal parks/shows and indigenous communities shall have documentation to explicitly demonstrate compliance with each criterion and each aspect of the indicators applicable to that criterion (See the Clause of 8.5.12.6 and 8.5.12.12); and

17.11.3.1.2. The documentation shall be updated annually with historical evidence to demonstrate continued conformity over the previous year.

17.11.3.2. Clean energy vehicles shall be required in the contracting process over higher-GHG emitting vehicles except where reasonable procurement of such vehicles is not possible; and

17.11.3.3. Sustainably procured food service shall be provided as much as reasonably possible.

17.12. Cancellation of Certificate:

17.12.1. Certifications of Excursions shall be cancelled immediately in the case the TO certification expires or is revoked.

18. Licensing Agreement & Market Access

18.1. Licensing Agreement:

- 18.1.1. A GSTC-Accredited CB shall operate in accordance with a Certification Body Licensing Agreement (CBLA) with the GSTC;
- 18.1.2. The CBLA establishes the terms of licensing for the GSTC-Accredited CB to use the GSTC trademarks specific to the agreement (including the GSTC-Certified Logo for businesses and the GSTC-Accredited Logo). The agreement delineates terms and conditions of use, ownership and application of the trademarks, duties and usage guidelines. It outlines the duration, termination conditions, and licensing logo fees.
- 18.1.3. A certification scheme subcontracting auditing and certification services with one or more GSTC-Accredited CB shall operate in accordance with a Certification Scheme Licensing Agreement (CSLA) with the GSTC.
 - 18.1.3.1. The CSLA establishes the terms of licensing for the Certification Scheme (CS) owner to use the GSTC trademarks specific to the agreement (including the GSTC-Certified Logo for businesses). The agreement delineates terms and conditions of use, ownership and application of the trademarks, duties and usage guidelines. It outlines the duration, termination conditions, and licensing logo fees. The use of GSTC-Accredited Logo by the CS owner is not permitted.
 - 18.1.3.2. CS shall not state or imply in its marketing or operational material or instructions that it is a GSTC-Accredited CB. Further guidance in this regard is provided within the CSLA.

18.2. Market Access for Certified Businesses

- 18.2.1. The GSTC shall make publicly available a list of the GSTC-Accredited CBs together with a summary of each CB, authorized for publication by the CB.
- 18.2.2. The GSTC may arrange publicity and promotion of the GSTC-Accredited CB and tourism businesses certified by the GSTC-Accredited CB.

- 18.2.3. The GSTC-Accredited CBs shall provide a list of certified tourism businesses to the GSTC upon request.
- 18.2.4. The certificate holders of GSTC-Accredited CBs and CSs (those with a GSTC CSLA in effect) may receive various market access opportunities and promotions directly by the GSTC (subject to available resources). Engagement in those programs and activities shall adhere to the terms of the CBLA and CSLA with the GSTC, or any separate Trademark Licensing Agreement and Non-disclosure Agreements as required by the GSTC.
- 18.2.5. The GSTC Logo Usage relating to the GSTC Tour Product Certification shall comply with the terms of the CBLA with the GSTC. The GSTC logo shall not be presented with or alongside any tour product unless those tour products are currently GSTC-Certified according to the requirements in Section 17.

PART IV: GLOSSARY OF ACCREDITATION TERMS

19. Definitions

19.1. The following have been written to explain the meaning of terms used in this document, taking into account generic definitions used elsewhere.

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| Accreditation | The process of approval by the GSTC of a Certification Body's competence to certify organisations to the GSTC Reference Standard. |
| Accreditation Body | An independent entity that operates in conformity with the standard ISO/IEC 17011 and that is technically competent to accredit CBs to perform conformity assessment using the GSTC Reference Standard. |
| Accreditation Cycle | <p>Begins at or after the initial Accreditation Decision date or decision after a Re-accreditation Assessment and shall not be longer than five years. Before the end of a cycle, a re-accreditation Assessment shall be conducted prior to cycle expiration.</p> <p><i>NOTE: usually, the accreditation cycle has a duration of 5 years.</i></p> <p>[SOURCE: adapted from ISO/IEC 17011:2017(E)]</p> |
| Accommodation | <p>Accommodation: service facilities that regularly provide overnight lodging for travellers in a form of a room or other type of unit and may provide limited or full services such as food and beverage, housekeeping, recreational and/or fitness activities, amongst others. The categories of accommodation involve a large diversity of types and forms that are recurrently evolving and vary according to the cultural and socio-economic context.</p> <p>For the purpose of certification, accommodation comprises a wide range of categories including but not limited to hotels, hostels, motels, roadside inns, beach hotels, apartment hotels, tourist residences, bed and breakfast establishments, tourist residences, farmhouses, holiday dwellings, glamping sites, and similar accommodations appropriately equipped to offer at least an overnight stays and/or additional services.</p> |
| Attraction | A physical or cultural feature of a particular place that individual travellers or tourists perceive as capable of meeting one or more of their specific leisure-related needs. Such features may be ambient in nature (e.g. climate, culture, vegetation or scenery) or they may be specific to a location, such |

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| | as a theatre performance, a museum or a waterfall. (Source: Robert Harris & Joy Howard. 1996. Dictionary of Travel & Tourism Hospitality Terms. Hospitality Press, Melbourne.) |
| Audit Conclusion | The outcome of an audit, after consideration of the audit objectives and all audit findings. [SOURCE: ISO 19011:2018] |
| Audit Criteria | Set of requirements used as a reference against which objective evidence is compared. 1. Note 1: If the audit criteria are legal (including statutory or regulatory) requirements, the words “compliance” or “noncompliance” are often used in an audit finding; and 2. Note 2: Requirements may include policies, procedures, work instructions, legal requirements, contractual obligations, etc. [SOURCE: ISO 19011:2018] |
| Audit Evidence | Records, statements of fact or other information, which are relevant to the audit criteria and verifiable. [SOURCE: ISO 19011:2018] |
| Audit Findings | Results of the evaluation of the collected audit evidence against audit criteria. 1. Note 1: Audit findings indicate conformity and nonconformity; 2. Note 2: Audit findings can lead to the identification of risks, opportunities for improvement or recording good practices; and 3. Note 3: In English, if the audit criteria are selected from statutory requirements or regulatory requirements, the audit finding is termed compliance or noncompliance. [SOURCE: ISO 19011:2018] |
| Audit Plan | Description of the activities and arrangements for an audit. [SOURCE: ISO 19011:2018] |
| Audit Program | Description of the arrangements for a set of one or more audits planned for a specific time frame and directed towards a specific purpose. [SOURCE: ISO 19011:2018] |
| Audit Scope | Extent and boundaries of an audit. |

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| | <p>1. Note 1: The audit scope generally includes a description of the physical and virtual locations, functions, organizational units, activities, and processes, as well as the period covered; and</p> <p>2. Note 2: A virtual location is where an organization performs work or provides a service using an online environment allowing individuals irrespective of physical locations to execute processes.</p> <p>[SOURCE: ISO 19011:2018]</p> |
| Audit Team | <p>One or more persons conducting an audit, supported if needed by technical experts:</p> <p>1. Note 1: One auditor of the audit team is appointed as the audit team leader; and</p> <p>2. Note 2: The audit team can include auditors in training.</p> <p>[SOURCE: ISO 19011:2018]</p> |
| CB | See Certification Body. |
| Central Office | <p>The office that is responsible for and centrally controls the management system.</p> <p>[SOURCE: IAF MD 1:2018, modified]</p> |
| Certification | Voluntary, third-party assessment, through an audit, of a tourism enterprise for conformity to a standard. |
| Certification Body | A body that verifies that specified requirements relating to a product, process, system, person or body are fulfilled. |
| Certification Scheme | <p>Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.</p> <p>Note 1: The rules, procedures and management for implementing product, process and service certification are stipulated by the certification scheme; and</p> <p>[SOURCE: ISO/IEC 17065:2012, 3.9, modified]</p> <p><i>NOTE 2: The GSTC System is a Certification system.</i></p> |
| Certification System | <p>Rules, procedures and management for carrying out certification.</p> <p>[SOURCE: ISO/IEC 17000:2004, 2.7, modified]</p> |
| Client | A tourism enterprise or a destination that purchases a certification service from a CB. |

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| Compliance Audit | <p>An audit conducted on a certificate holder to evaluate the compliance of a Certification Body's certification processes and certificate holder's SMS against certification requirements.</p> <p>[SOURCE: ASI-INF-20-100-ASI Glossary-V4.0, modified]</p> |
| Conflict of Interest | <p>A situation where the capacity for objectivity of a person or body is at risk.</p> |
| Conformity | <p>Fulfillment of a requirement.</p> <p>[SOURCE: ISO 19011:2018]</p> |
| Conformity Assessment | <p>A process of checking and verifying the extent to which a tourism enterprise or certification scheme meets a specified Standard and Criteria.</p> |
| Consultancy | <p>The provision, for a fee (directly or indirectly), of expertise to a tourism enterprise or CB on the design, management and operation of their services.</p> |
| Destination | <p>A physical space with or without administrative and/or analytical boundaries in which a visitor can spend an overnight. It is the cluster (co-location) of products and services, and of activities and experiences along the tourism value chain and a basic unit of analysis of tourism. A destination incorporates various stakeholders and can network to form larger destinations.</p> <p>[SOURCE: World Tourism Organization (2019), <i>UNWTO Tourism Definitions</i>, UNWTO, Madrid, DOI: https://doi.org/10.18111/9789284420858) and (https://www.gstcouncil.org/wp-content/uploads/GSTC-Destination-Criteria-v2.0.pdf)</p> <p>A destination is a geographical area consisting of all the services and infrastructure necessary for the stay of a specific tourist or tourism segment. Destinations are the competitive units of incoming tourism. [SOURCE: https://www.gstcouncil.org/gstc-criteria/glossary/]</p> |
| Equivalent Standard | <p>A standard whose requirements have a direct correspondence with the requirements with the GSTC standard. The standard may have a differing presentation, or even in substance, e.g. in providing guidance on how to meet requirements. Equivalency for purposes of GSTC Recognition includes harmonized, unified, identical, unilaterally aligned, and comparable standards.</p> <p>[SOURCE: ISO/IEC Guide 2:2004 6.1, 6.2, 6.3, 6.8, and 6.9]</p> |
| GSTC | <p>Global Sustainable Tourism Council.</p> |

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| GSTC Accreditation | Accreditation provided by the GSTC. |
| GSTC Assurance Panel | An independent body of the GSTC that is technically competent and impartial, that will make decisions on recognizing sustainable tourism standards and certification scheme owners and may endorse the GSTC Accreditation Secretariat recommendations to accredit CBs. |
| GSTC-Certified | The certification status of a business or destination that has been certified by a GSTC-Accredited certification body. |
| GSTC Criteria | GSTC Criteria are a common understanding of sustainable tourism and are the minimum that any tourism business should aspire to reach. They are organized around four main themes: effective sustainability planning; maximizing social and economic benefits for the local community; enhancing cultural heritage and reducing negative impacts to the environment. Although the criteria are initially intended for use by the accommodation and tour operation sectors, they have applicability to the entire tourism industry. |
| GSTC Requirements for CBs | The requirements that a CB shall meet in terms of its structure, management and operational procedures. |
| GSTC Recognized Standard | A sustainable tourism standard that has been evaluated by the GSTC as being equivalent to the GSTC Standard. |
| GSTC Standard | The minimum requirement of a tourism enterprise that can be recognized as fully complying with principles of sustainable tourism as identified by the GSTC and the GSTC Criteria. |
| Hotel | Term treated in a generic way to refer to accommodation. |
| Impartiality | The ability to make judgements or decisions that are objective, based strictly on facts and free from other influences. |
| Initial Certification Audit | <p>Audit carried out by an auditing organization independent of the client and the parties that rely on certification, for the purpose of certifying the client's sustainability management processes and sustainability performance.</p> <ol style="list-style-type: none"> 1. Note 1: Certification audits include initial, surveillance, re-certification audits, and can also include special audits. 2. Note 2: Certification audits are typically conducted by audit teams of those bodies providing certification of conformity to the requirements of the Reference Standard. |

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| Labor-day | A unit of measurement based on a standard number of labor hours worked per day |
| Likelihood | The chance of something happening; the probability or chance of an event occurring. It plays a crucial role in risk assessment by helping organizations understand the potential frequency of various risks, whether positive or negative. [SOURCE: ISO 31000:2018] |
| Major nonconformity | Nonconformity that affects the capability of the management system to achieve the intended results. Nonconformities could be classified as major in the following circumstances: <ul style="list-style-type: none"> • if there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements; • a number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity |
| Minor nonconformity | Nonconformity that does not affect the capability of the management system to achieve the intended results. |
| Multi-site Organization | An organization covered by a single management system comprising an identified central office (not necessarily the headquarters of the organization) at which certain processes/activities are planned and controlled, and a number of sites (permanent, temporary or virtual) at which such processes/activities are fully or partially carried out. [SOURCE: IAF MD 1:2018] |
| Nonconformity | Non-fulfillment of a requirement. [SOURCE: ISO 19011:2018] |
| Objective Evidence | Data supporting the existence or truth of something. <ol style="list-style-type: none"> 1. Note 1: Objective evidence can be obtained through observation, measurement, test or by other means; and 2. Note 2: Objective evidence for the purpose of the audit generally consists of records, statements of fact, or other information which are relevant to the audit criteria and verifiable. [SOURCE: ISO 19011:2018] |
| Performance | Measurable result. |

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| | <p>1. Note 1: Performance can relate either to quantitative or qualitative findings; and</p> <p>2. Note 2: Performance can relate to the management of activities, processes, products, services, systems or organizations.</p> <p>[SOURCE: ISO 19011:2018]</p> |
| Process | <p>Set of interrelated or interacting activities that use inputs to deliver an intended result.</p> <p>[SOURCE: ISO 19011:2018]</p> |
| Reference Standard | <p>A standard used as the reference against which the audit is performed, according to the accreditation granted.</p> <p><i>NOTE: The Reference Standard could be the GSTC Criteria or the GSTC-Recognized Standard</i></p> |
| Requirement | <p>Need or expectation that is stated in the Reference Standard.</p> |
| Remote audit | <p>The activity which involves evaluating an organization's processes or systems from a location separate from the audited entity. It relies on technology and enhances efficiency by leveraging communication tools while addressing cybersecurity concerns.</p> |
| Risk | <p>The effect of uncertainty on objectives. Risk is also the effect of deviation from the expected outcome, whether positive, negative, or both, and can be addressed, created, or result in opportunities and threats.</p> <p>[SOURCE: ISO 31000:2018]</p> |
| Risk assessment | <p>The overall process of risk identification, risk analysis, and risk evaluation. This process shall be conducted systematically, interactively, and collaboratively. [SOURCE: ISO 3100:2018]</p> |
| Scheme Owner | <p>Person or organization responsible for developing and maintaining a specific certification scheme.</p> <p><i>Note: The scheme owner can be the Certification Body itself, a governmental authority, a trade association, a group of Certification Bodies or others.</i></p> <p>[SOURCE: ISO/IEC 17065:2012, 3.11]</p> |
| Sustainable Tourism Standard | <p>A set of rules and guidelines that define the requirements of tourism enterprises in delivering sustainable tourism. For the GSTC-Recognition status, the standard shall be equivalent to the GSTC Standard.</p> |

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| Surveillance Audit | Audit performed as a basis for maintaining the validity of the certification. Surveillance audits can be performed remotely, on-site or a combination of both: remote and on-site. |
| Tour Operator | Businesses/organizations that plan, operate and deliver a complete package tour to a traveller. The term Tour Operator involves a large diversity of types of packagers, transport operators and sellers of travel that can be combined amongst them and vary according to the set of products/services offering, ownership structure and/or geographical location of their operations. For the purpose of certification, Tour Operator comprise outbound Tour Operator, inbound Tour Operator and land transport suppliers and any combination amongst the 3 categories. |
| Tour Product | A packaged travel experience or itinerary created by a tour operator or travel agency combining multiple services and activities into a prearranged package, typically including transportation, accommodation, guided tours, meals, and / or other amenities. |

20. Level of Requirement

| Term | Definition |
|-----------------|--|
| “will” | The body commits to undertake the specified action. |
| “shall” | The body must take the specified action to be in compliance. |
| “should” | The body is expected to take the specified action. |
| “may: | The body is allowed to take the specified action. |

Annex A - GSTC Checklist: Certification Scheme – Certification Body Framework (Normative)

This document outlines the steps for implementing the Certification Scheme - Certification Body Framework (CS-CB Framework) for accreditation described in Clause 5.1.2.3.3. The CB and the CS shall comply with this GSTC Checklist when applying for the scope extension of accreditation to provide auditing and certification services against the GSTC-Recognized Standard owned by a CS.

A.1. Checklist and steps

A.1.1. The CS signs a service agreement with an Accredited CB:

- CS agrees to no longer manage/provide auditing and certification services.
- The agreement sets out the rules for carrying out auditing and certification services on behalf of the CS.
- The CS and CB agree on the role of CS auditors in the accredited process. If CS auditors continue to audit under the CB-CS Framework arrangement, these auditors will have to qualify as the GSTC auditor following the respective GSTC-Accreditation Manual requirements,
- The CS can sign a service agreement with one or more GSTC-Accredited CBs to perform all the auditing functions and certification decisions for the certification of clients.

A.1.2. Licensing Agreement GSTC-CS / GSTC-CB:

- Enter into a CSLA with the GSTC, which provides rules of engagements for the GSTC logo and trademark usage.
- Enter into a CBLA with the GSTC, which provides rules of engagement for the GSTC logo and trademark usage for its own clients and for clients of any and all certification schemes that contract with the CB to conduct certification/auditing functions on their behalf.

A.1.3. The GSTC-Accredited CB submits an application for extension of technical sub-scope to GSTC:

- The CB shall indicate and provide the evidence regarding the GSTC-Recognized Standard owned by the respective CS.
- The Standard of the CS shall be the GSTC-Recognized Standard. If the GSTC-Recognized status is expired, the CS shall re-apply or renew the GSTC-Recognized status of the standard in accordance with the GSTC-Recognized Manual v5.0.
- Tour Product is a part of the technical scope of the TO and does not require additional technical scope and separate application process.

A.1.4. GSTC reviews the application:

- To determine the duration and type of assessment needed.
- For technical scope extensions, a desk review and witness assessment shall always be required.

A.1.5. GSTC carries out a desk review:

- Major nonconformities resulting from the desk review shall be satisfactorily closed before the witness assessment can be scheduled.

A.1.6. GSTC carries out the witness assessment (of a CB audit of the GSTC-Recognized Standard):

- Major non conformities resulting from the witness assessment shall be satisfactorily closed.

A.1.7. Upon a positive GSTC decision to extend the scope of accreditation, the CB will now be entitled to carry out audit and certification services on behalf of the CS.

A.1.8. CB carries out the certification audit and makes the certification decision against the GSTC-Recognized Standard owned by the CS.

A.2. Associated documentation

A.2.1. The GSTC Accreditation Manual for Certification of Hotel/Accommodation & Tour Operator v4.0

A.2.2. GSTC Accreditation Procedure v1.2

Annex B - Outline of the content of GSTC's Training for Auditors (Normative)

Table B.1. The GSTC Training for Auditors modules and evaluation

| Course of the Training for Auditors | | H/A | TO | H/A + TO |
|-------------------------------------|--|--|--|--|
| Module A | Understanding of sustainable tourism | Online or in person training attendance | Online or in person training attendance | Online or in person training attendance |
| | Overview of the the GSTC | Online or in person training attendance | Online or in person training attendance | Online or in person training attendance |
| Module B | Industry Criteria and indicators for Hotel | In person training attendance | In person training attendance | In person training attendance |
| Module C | Industry Criteria and indicators for Tour Operator | - | In person training attendance | In person training attendance |
| Module D | Destinations Criteria and Indicators | - | - | - |
| Module E | Field exercise | Mock-Audit training exercise with H/A(s) | Mock-Audit training exercise with Tour Operator(s) | Mock-Audit training exercise with H/A(s) and TO(s) |
| Evaluation | Written exam on the contents of Criteria and Indicators | 85%+ achievement | 85%+ achievement | 85%+ achievement |
| | Field performance test on the ability to apply Criteria and Indicators to the field and the audit skills | 75%+ achievement | 75%+ achievement | 75%+ achievement |

Note: All training sessions are arranged and managed by the GSTC.

Table B.2. Example of training time required for each Module

| Course of the Training for Auditors | | H/A | TO | HO + TO |
|-------------------------------------|---|---------|---------|---------|
| Module A (offline) | Understanding of sustainable tourism ¹ | 2 hours | 2 hours | 2 hours |

| | | | | |
|---|---|---|---|---|
| | Overview of the GSTC (mission & programs) | 1 hour | 1 hour | 1 hour |
| Module B (offline) | Industry Criteria and Indicators for Hotel ² | 6 hours | 1 hour | 3 hours |
| Module C (offline) | Industry Criteria and Indicators for Tour Operator ³ | - | 5 hours | 3 hours |
| Module D (offline) | Destinations Criteria and Indicators ⁴ | - | - | - |
| Module E (offline) | Field exercise and Performance test ⁵ | | | |
| Evaluation⁶ (offline) | | | | |
| Total training time required | | 9 hours lecture and self field exercise | 9 hours lecture and self field exercise | 9 hours lecture and self field exercise |

¹ The length of the lecture may be subject to change according to the understanding/experience level of the trainee. Questions on the GSTC Auditor Training should be directed directly to the GSTC.

^{2, 3, 4} are based on the assumption of no group discussion(s) and guest speech(es) time.

⁵ The duration of the field exercise depends on the trainee's ability to complete a mock-audit within the given scope. After submitting the mock-audit report, the trainee shall be tested on their performance. The deadline for submitting the report shall be guided by GSTC based on the training scope.

⁶ Online exam time is not mentioned here as it is taken by an individual trainee within a maximum 2-week period.

Note 1: Total training time required is subject to change by the GSTC.

Note 2: The GSTC may provide online training on Modules A-D in exceptional circumstances such as Covid-19 or other high risk situations.

Annex C - Requirement applicable to a Group of Tourism enterprises that cooperatively implement a Reference standard and seek certification.

The CB shall provide information about the specific requirements applicable to Group Certification. At least, these requirements shall include:

C.1. Sustainability Management System (SMS):

C.1.1. The group shall establish, implement, maintain and continuously improve a SMS that complies with the Reference Standard requirements.

C.1.2. The SMS shall be documented.

The SMS shall include written rules on:

- Responsibilities and authorities for relevant roles for the successful implementation and maintenance for the SMS and its performance, including the group manager, staff, contractors, elected persons and committees;
- Approval and rejection of new members;
- Record-keeping requirements for both group members and the group's manager;
- Internal audits;
- Qualification criteria for internal inspectors;
- Processes for applying sanctions and appeals;
- Operation and control of the sustainability management processes; and
- Creating, updating and control of documented information.

C.2. Resources:

C.2.1. The Group SMS shall determine and provide the resources needed, including staffing, competency, training, infrastructure, technology and finance for the establishment, implementation, maintenance and continual improvement of the SMS and ensure conformity of individual members with the Reference Standard

and specific certification requirements applicable to group certification in an objective and transparent manner.

C.3. Group Manager:

- C.3.1. The group manager shall be responsible for the implementation of the SMS, including verifying group member conformity with the requirements of the Reference Standard and specific certification requirements applicable to group certification;
- C.3.2. The group manager shall appoint one person or group (e.g. committee) in charge of the SMS;
- C.3.3. The group manager shall manage potential and actual conflicts of interest in a manner appropriate to its scale and conditions. Individuals shall disclose potential conflicts of interest and shall not take part in work or decisions related to their potential conflict;
- C.3.4. All persons in the group, including management, committees, internal auditors, and others shall be competent for their tasks. The group manager shall determine the necessary competencies for various positions and provide training or take other actions to satisfy these needs. This shall include appropriate training for new staff and elected people where needed for them to fulfill their tasks; and
- C.3.5. Records of education and training shall be maintained.

C.4. Group Members:

- C.4.1. Group members shall each sign (or commit by a practical alternative) to a contract/agreement with the group manager. The group manager shall make sure that group members understand the implications of the contract. The contract shall contain at least:
 - A commitment by the group member to fulfill the requirement of the Reference Standard and specific certification requirements applicable to group certification;

- A commitment by the group member to provide the group manager with required information;
- A commitment by the group member to comply with group manager instructions;
- Acceptance by the group member of internal and third-party inspection;
- An obligation for the group member to report nonconformities;
- The right of members to terminate membership; and
- A description of the processes to be followed if membership of the group is to be suspended or terminated.

C.4.2. All group members shall have access to the requirements of the Reference Standard and specific certification requirements applicable to group certification:

- The Reference Standard requirements may be in any form or media; and
- Documents can be an internal standard based upon an external standard developed by the group or an external standard.

C.4.3. Documents such as contracts and internal standards that the group members need to understand shall be written in a way that is appropriate to their local language, culture and knowledge;

C.4.4. Group members shall have adequate knowledge about standards, requirements and production methods, based on appropriate education, training, skills and experience; and

C.4.5. The group shall determine the necessary competence for group members and provide training or take other actions to satisfy these needs. Records of member training shall be maintained by the group.

C.5. Continues improvement:

C.5.1. The group manager shall determine and implement plans for improving the SMS and group members' performance against the Reference Standard and specific certification requirements applicable to group certification. Among the information that can inform these plans are:

- Internal audits findings;

- External audit findings; and
- Complaints and appeals.

C.5.2. When setting up the SMS, the group manager shall carry out a risk assessment in relation to compliance with the Reference Standard and specific certification requirements applicable to group certification. The risk assessment shall include at least identification of risks at the level of group member operations and performance of the SMS; and

C.5.3. Group managers shall take relevant measures to prevent or minimize to an acceptable level the identified risks and address nonconformities. The group manager shall focus its resources on these areas.

C.6. Service Integrity:

C.6.1. Group members shall only provide services within the scope of the certification in conformity with the requirements of the Reference Standard and specific certification requirements applicable to group certification.

C.6.2. Safeguards shall be in place to ensure that services outside the scope of the certification are not provided by group members in a way that may imply that they are certified.

C.7. Internal Audit:

C.7.1. Internal audits shall take place to allow group managers to determine whether or not an individual group member is meeting the requirements of the Reference Standard and specific certification requirements applicable to group certification;

C.7.2. Each member of the group shall be audited annually except in circumstances that are defined by an individual certification scheme.

Justifications for less frequent inspection can be based on different factors including the results of risk assessments.

Inspections should take place at different times of the year and not be so regular as to become predictable;

- C.7.3. New group members shall always be inspected and found to be in conformity before their services can be certified;
- C.7.4. Internal inspectors can provide advice to group members but shall not inspect those members to whom they have provided advice, they should be independent of management and shall not audit/inspect their own work;
- C.7.5. A decision by the group manager on the status in the group of individual members shall be taken annually:
- This decision shall be based on internal audits and other relevant information; and
 - Safeguards shall be in place to ensure that internal auditors are not unduly influenced in their findings by group managers or group members.
- C.7.6. Group members should have the right to dispute any finding that leads to their suspension or removal from the group;
- C.7.7. The SMS shall include the application and enforcement of sanctions to individual group members who do not comply with the standards or other requirements;
- C.7.8. The consequences of nonconformity and sanctions shall be made clear to group members;
- C.7.9. Sanctions shall include but are not limited to, exclusion from sales of certified services; and
- C.7.10. Records of sanctions shall allow for the easy identification of sanctioned group members.

C.8. Records:

- C.8.1. Up-to-date records covering the relationship between the group manager and group members shall be maintained, including at a minimum:
- Contracts between the group and individual group members;
 - Group member list;
 - Records for selling certified services;

- Internal audit reports;
- nonconformities, sanctions and follow-up action arising from both internal audits and external audits; and
- Complaints and appeals.

C.8.2. When a group member is not able to create and maintain records, the group manager shall assume responsibility for maintaining these records; and

C.8.3. All group members shall be recorded in a list. This list shall be updated as necessary and shall include at least the following information for each member:

- Name of the member or code assigned to the member;
- Address(es) and activities that are provided at each address;
- Certification status;
- Dates of internal audits; and
- Any scheme-specific data needed.