



Checklist for Marina inspection

General data of the marina:

Marina name (as it will appear on the certificate and IMCI website)	
Address of the marina (as it will appear on the certificate and IMCI website)	
Street	Zip code / City
Country	Region
Website	Email (marina office)
Telephone (marina office)	Fax (marina office)
Responsible person in the marina:	
Title (Ms, Mr)	Position / Function
First Name	Last Name
Email (if different from marina office)	Telephone (if different from marina office /extension)
Marina applies for a Blue Star Marina rating of (1 – 5 stars): please state (1 – 5 stars):	
Marina applies to include ISO 13687 certification (yes / no): please state (yes / no):	

Number of berths	Length of largest berth (m)
Draught maximum (m)	VHF Channel
Coordinates - Latitude:	Coordinates - Longitude:

Address of management (only if different from marina address)	
Street	Zip code / City
Country	
Title (Ms, Mr)	Position / Function
First Name	Last Name
Email	Telephone

General information about the criteria catalogue:

This criteria catalogue covers the requirements for the certification as Blue Star Marina and combines it with those of ISO 13687-series for yacht harbours:

- 3 Blue Stars combined with ISO 13687-1: Minimum requirements for basic service level harbours
- 4 Blue Stars combined with ISO 13687-2: Minimum requirements for intermediate service level harbours
- 5 Blue Stars combined with ISO 13687-3: Minimum requirements for high service level harbours

Therefore, the marina may achieve two certifications in one certification process.

Due to the fact that some criteria of ISO 13687-series are stricter than those for Blue Star Marina, the marina operator may choose either only Blue Star Marina certification, or combine it with the ISO 13687-series. In case that ISO is different or comes with additional requirements, these are indicated with "ISO".

How to use the criteria catalogue:

The criteria catalogue shall be used by the marina operator for the initial self-assessment of the marina and in order to prepare for the inspection, conducted by an IMCI inspector.

The criteria are grouped into following main sections:

- **A:** Authorisation / External Presentation / Signage
- **B:** Safety
- **C:** Sanitary Installation and Hygiene
- **D:** Service
- **E:** Food Supplies / Leisure
- **F:** Management, Environment Protection and Disposal
- **G:** Winterstorage (only if applicable)

Each main section lists the criteria to be fulfilled depending on the star rating aimed for.

The first column indicates an identifier comprising of an abbreviation for the main section by a capital, the star rating (1-5) and a consecutive number. For example: "A3.5" means:

- main section "A"
- 3-star rating
- sequential number "5"

Additional ISO 13687-series requirements are labelled as "ISO", for example: "D4.4 ISO".

Please note that the requirements for each main section are building up on top of each other; e.g. to achieve a 3-star rating, the marina has to comply with all requirements indicated for 1, 2 and 3 stars in each main section.

The column "Comment" gives information:

- to prepare documents for the assessment
- about the verification procedure by the IMCI inspector
- about additional explanations/advice

In case of the remark "*Prepare*" the marina operator shall prepare appropriate documentation before the inspection starts. The content of this documentation has to enable the IMCI inspector's verification of the compliance with the corresponding requirement. Depending on the topic, the documentation can be provided as a copy, to be held at disposal during the inspection or be presented to the inspector (e.g. a short presentation about the quality management system, emergency action plan, etc.).

The last column shall only be used by the IMCI inspector in order to indicate his assessment result.

Stars	Requirements	Comment	Ok <input checked="" type="checkbox"/> Note # or n.a.
A: AUTHORISATION / EXTERNAL PRESENTATION / SIGNAGE			
A1.1	Marina designation/marina name to be legible at waterside and landside entrance	Visual inspection.	
A1.2	Marina office clearly identifiable	Visual inspection.	
A1.3	An information board at the yacht harbour office(s) or nearby shall show the complete address of the marina and the fee structure. Further it shall show a map indicating all applicable information according to the certification scheme.	Visual inspection.	
A1.4	The following shall be displayed with graphical symbols: firefighting equipment, toilets, showers, facility for disabled people, first aid kit, emergency ladders (from the water), potable and/or fresh water, waste disposal points, information points, exits from buildings piers and pontoons, parking lots (if appl.), risk from falling into the water, lifesaving element points, risk of electrical shock and emergency assembly point(s).	Visual inspection. Note: for graphical symbols following references may be used: 1. ISO 7001: [latest version], Graphical Symbols – Public information symbols 2. PIANC: pictograms for pleasure navigation	
A1.5	Visitor mooring (min. 2)	Visual inspection. Note: red-green plates are allowed to indicate free berths.	
A1.6	Proof of general official approval	<u>Prepare:</u> documentation and/or proof like building permits and other approvals.	
A1.7	Proof of special regulatory authorisation approval	<u>Prepare:</u> e.g. for fuelling stations, etc.	
A1.8	Proof of public liability insurance	<u>Prepare:</u> copy of the actual insurance contract	
A1.9	Clean and neat general appearance of the installation (parks and jetties)	Visual inspection.	
A1.10	IMCI BLUE STAR Logo and special remark regarding the certification is displayed on the marina's website. Advertising materials, business letterhead etc. specific to defined IMCI BLUE STAR Corporate Identity - artwork allocated by IMCI.	<u>Prepare:</u> advertising material, business letter etc. Note: the Blue Star Marina plate should be mounted as soon as possible after certification. Flag can be hosted directly after certification. Website will be checked after 3 months. Print media will be checked after 1 year from the IMCI office side.	
A2.1	Parking lots	Visual inspection. Note: only applicable if the harbour is accessible by vehicles; thus not for remote island position.	
A3.1	Marina office, housed in a floating or non-floating building	Visual inspection.	
A3.2	Proof of environment liability insurance available	<u>Prepare:</u> copy of the actual insurance contract.	
A3.3	Parking lots - 1 passenger car spot per 3 moorings	Visual inspection. Note: the number of parking places is related to the number of permanent berth holders.	
A3.4	The organisation of moorings for visitors must be documented	<u>Prepare:</u> documentation of organisation method.	
A3.5	Image brochure and leaflets/ or information about the marina	Visual inspection. Note: copy to be sent to IMCI office with this report.	
A4.1	The name of the marina shall be clearly legible at the land and water side. The VHF or telephone number shall be visible at the water entrance.	Visual inspection.	
A4.2	Internet presentation of the marina on individual website	Visual inspection.	
A4.3	Complaint correspondence is dealt individually and evaluated	<u>Prepare:</u> example and/or method of handling.	

A4.4	Emergency related symbols/pictograms shall be of reflecting type and shall always clear visible.	<u>Visual inspection.</u>	
A4.5	Credit and/or debit cards shall be accepted for payment.	<u>Visual inspection.</u>	
A4.6	Regular written customer survey about the satisfaction of the services provided	<u>Prepare:</u> examples of customer survey.	
A4.7	Parking lots shall be 24h accessible, marked and illuminated. At least 2%, but not less than 2 places of the parking spaces shall be reserved for disabled people.	<u>Prepare:</u> number of parking lots. Visual inspection. Note: see also note at A3.3	
A5.1	The information accessible at the information point shall also be available electronically, e.g. by QR code, website etc.	Visual inspection	
A5.2	Specially designated visitor moorings for guests	Visual inspection. Note: "red-green" plates or directions to harbour master office not sufficient, special procedure needed.	
A5.3	Guarded parking lots for permanently moored customers and guests, parking lot management/ parking guidance system e.g. fence, gate, guard	Visual inspection. Note: On parking lot a good signposting is assumed to be a parking guidance system	
A5.4	Regular written customer survey about the satisfaction of the services provided	<u>Prepare:</u> examples of customer survey.	
A5.5	Marina staff is dressed to demonstrate Corporate Identity and has name tags.	Visual inspection. Note: this requirement shall not infringe compliance with protection clothes.	

B: SAFETY			
B1.1	Firefighting equipment shall comply with national requirements and be readily accessible. Location of firefighting points and emergency assembly point must be clearly identified and displayed on an information board.	<u>Prepare:</u> firefighting permits/approval. Note: documentation, signage and display to be checked.	
B1.2	Emergency phone numbers displayed on information board in language of the country. Direction to the nearest public telephone shall be displayed. Alternatively the marina may provide a device (alarm button) to make an emergency call 24/7 or a VHF channel that is monitored 24/7 by marina staff.	Visual inspection.	
B1.3	(Regulatory approved) fire safety regulations	<u>Prepare:</u> documentation of the approval.	
B1.4	Lifebuoy or rescue-pole at each jetty no more than 50 m from each other.	Visual inspection.	
B1.5	Each jetty shall be fitted with an emergency ladder mounted on each side where docking is allowed. The distance between two ladders shall not be more than 100 m on each jetty. The ladder must be deployable from the water without additional help and safe access must be guaranteed. The top surface of the lowest step shall be at least 600 mm below the waterline at all times. Location must be clearly visible from the water and displayed on an information board.	Visual inspection. Note: a plan of the marina with distances between emergency ladders is helpful for the assessment. If a ladder is placed between berth boxes a gap shall be provided to ensure safe access for a swimmer to reach the ladder without being harmed by moored boats.	
B1.6	Approved suitable fire extinguishers in the marina	Visual inspection.	
B1.7	First Aid Kit (such as in passenger cars) available at the marina and place displayed on information board	Visual inspection. Note: Directions to kit must be shown, access without use of key(s), e.g. by a glass-breaking box.	
B1.8	Free access road for fire fighters and rescue service	Visual inspection.	
B2.1	Oil binding agent usable on land and water available, freely accessible	Visual inspection. Note: directions to means must be shown, access without use of key(s).	

B2.2	List of local physicians displayed on information board in the language of the country	Visual inspection. Note: the list shall include at least a general practitioner (GP) and a dentist.	
B2.3	Illuminated marina name at marinas located on waterways	Visual inspection. This requirement should not be at odds with legal regulations to avoid clear appearance of illuminated navigation marks like light buoys, light houses etc.	
B2.4	Night time illumination (land side accesses) to ensure safe access to all hazard points and emergency facilities	Visual inspection. Note: illumination for traffic and pedestrian routes, storage areas, access ramps and bridges and all other areas where deemed necessary.	
B2.5	Emergency phone number additionally posted in English	Visual inspection.	
B3.1	Fire extinguisher at each jetty with a rating of at least ABC 6kg. The distance between each fire extinguisher shall be maximum 50 m on foot.	<u>Prepare:</u> plan of marina with positions of fire extinguishers. Visual inspection.	
B3.2	The access for fire fighters and rescue service shall be free and unobstructed.	Visual inspection.	
B3.3	Stretcher/Sling hammock available in the marina	Visual inspection. Note: Directions to means must be shown, access without use of key(s).	
B3.4	Marina master/marina staff trained in first aid	<u>Prepare:</u> training certificate.	
B3.5	Inspection rounds to ensure seamanly safety	<u>Prepare:</u> documentation and/or proof.	
B3.6	Work boat available (marinas with more than 350 berths and/or moorings)	Visual inspection. Note: it must be clear who of the marina staff is permitted to use the work boat. Dedicated staff must be well-trained and comply with local regulations, e.g. for licenses.	
B3.7	Night time illumination for pedestrians on jetties/piers and at land side accesses	Visual inspection.	
B3.8	Safety data sheets and/or information for hazardous material available for staff and public as required by national law.	Visual inspection. Note: safety information for public must be clear visible; access for staff without use of key(s).	
B3.9	List of local physicians additionally displayed on the information board in English	Visual inspection. Note: the list shall include at least a general practitioner (GP) and a dentist.	
B3.10	Info concerning daily weather forecast; Marinas on inland waters - water level; Tidal harbour - tide calendar; Info must be displayed on the information board.	Visual inspection. Note: not applicable for marinas on small lakes and rivers.	
B4.1	At least 25% of staff at each shift is trained for first aid.	<u>Prepare:</u> training certificates.	
B4.2	Daily inspection rounds to ensure seamanly safety, regular inspection rounds on the premises (including parking lots)	<u>Prepare:</u> documentation and/or proof.	
B4.3	Owner notification in case of irregularities	<u>Prepare:</u> documentation and/or proof of examples.	
B4.4	Oil binding agent and floating oil barrier available. The floating oil barrier shall be 2.5 times longer than the longest craft.	Visual inspection. Note: oil barrier may be provided by nearby local authority and/or department.	
B4.5	The illumination shall ensure safe circulation in the marina and access, including all jetties and the entire landside.	Visual inspection.	
B5.1	At least 50% of the staff on-site shall be trained for first aid.	<u>Prepare:</u> training certificates.	
B5.2 ISO	Two work boats available in the marina available (marinas with more than 350 berths and/or moorings)	Visual inspection	

B5.3	Landing pad for rescue helicopter in the marina must be available or a hospital reachable within 12 minutes by car	Visual inspection. Note: the landing pad must be designated in an emergency plan and be able to be used within 5 minutes after helicopter request without any obstruction by parking cars, boats etc. An „H“- marking is voluntary due to different national regulations for such a marking. In case of a nearby hospital the 12 min driving time should be checked with a navigation system (e.g. Google, Via Michelin, Garmin, TomTom etc.).	
B5.4	Automated External Defibrillator (AED) class 1 available. One person is responsible to keep up the maintenance.	Visual inspection.	
B5.5	Protection of the compound (e.g. by enclosure, 24h security, doorman service or CCTV). Other security solutions may be acceptable if they are justified by documented risk assessment.	<u>Prepare:</u> documentation for protection. Visual inspection. Note: the use of watchdog or cameras with 48 h - data recording are acceptable	
B5.6	Safe system for valuables	Visual inspection. Note: the safe can be in the harbour master office or be provided by an external company.	

C: SANITARY INSTALLATION and HYGIENE			
C	General	<u>Prepare:</u> map overview with distances indicating water tap and sanitary installation (with number of toilets and showers).	
C1.1	Water/water tap	Visual inspection.	
C1.2	WCs available, at least 1 toilet per every 100 berths	Visual inspection.	
C2.1	Men´s and women´s restrooms, washing facilities, showers according to specifications of the national authorities	Visual inspection.	
C2.2	Fresh water at jetty/pier	Visual inspection.	
C3.1	WC´s: 1 (each, male and female) per 50 berths	Visual inspection.	
C3.2	Toilets and showers housed in a building (floating or non-floating). The position within the marina shall be displayed at the information board.	Visual inspection. Note: Toilets in container not acceptable	
C3.3	WC equipment: coat hook/toilet paper, bin Specific to women´s WC: disposable hygiene bags Separate restrooms and showers with warm water provided, equipped with tray, mirror, towel rack, coat hook, shower. Distance from berth: 800m max. Building and interior: appealing and well kept	Visual inspection.	
C3.4	Daily cleaning of the sanitary facilities	<u>Prepare:</u> evidence of cleaning schedule.	
C3.5	Potable water at jetty/pier per 20 moorings and at minimum within 20 m of every berth	Visual inspection.	
C3.6	Diaper changing table, accessible by both women and men	Visual inspection.	
C3.7	At least 1 shower per 100 berths for each, male and female	Visual inspection.	
C3.8	Information about facilities in the marina accessible for disabled people shall be displayed on the information board.	Visual inspection.	
C4.1	At least 1 shower per 75 berths for each, male and female with fresh water.	Visual inspection.	

C4.2	In gender-specific restrooms, cabin size 0,9 x 1,5m min, soap dispenser and hand dryer or paper towels provided Washing facilities equipped with electrical outlet and shower with fresh water Distance from berth: 600m maximal. Building and interior: appealing on a high class level, illuminated when no daylight is available and ventilated adequately.	Visual inspection. Note: diaper changing table could also be in combination with other facilities.	
C4.2 ISO	See C4.2 with following difference: Distance from berth: 400m maximal.	Visual inspection.	
C4.3	Daily cleaning of the sanitary facilities with written proof, random checks and cleaning if required, especially in high seasons and during events.	<u>Prepare:</u> evidence of cleaning schedule.	
C4.4	Washing machine and dryer or drying area (to be individually lockable). Dish washing site	Visual inspection.	
C4.4 ISO	See C4.4 with following difference: Washing machine and dryer or drying area (to be individually lockable), 1 of each per 100 yachts.	Visual inspection.	
C4.5	Potable water at jetty/pier per 10 moorings.	Visual inspection.	
C4.6 ISO	At least fresh water shall be available (1 outlet per 4 craft up to 15 m and one outlet per 2 craft over 15 m)	Visual inspection	
C5.1	Men´s and women´s restrooms, washing facilities, showers, Distance from berth: 400m maximal. Building and interior: appealing on a premium class level	Visual inspection. Note: for berths above 24 m, the availability will be decided on individual case.	
C5.1 ISO	See C5.1 with following difference: Distance from berth: 200m max. At least 6 toilets and wash basins per 100 berths per gender. At least 3 shower per 100 berths. The shower cabin shall have at least 2 sqm and have a seat, 2 cloth hooks. Towels shall be available if there is a demand.	Visual inspection.	
C5.2	One family (multi-gender) shower or wash cabin available in the marina	Visual inspection. Note: requirement only applicable if not in conflict with morals within the country. Combination with handicapped restroom and/or shower possible.	
C5.3	At minimum one handicapped accessible restrooms and showers available in the marina.	Visual inspection. Note: combination with family shower possible.	
C5.4	In high season all sanitary shall be inspected at least 4 times per day and cleaned at least 2 times per day and additionally if necessary. In low season all sanitary shall be inspected at least 2 times per day and cleaned at least 1 times per day and additionally if necessary. Inspection and cleaning shall be logged..	<u>Prepare:</u> evidence of cleaning schedule.	
C5.5	The marina offers a laundry service	Visual inspection. Note: Maybe provided with external service; check of documentation	
C5.6 ISO	Fresh water shall be available (1 outlet per 2 craft up to 15 m and one outlet per raft over 15 m)	Visual inspection	

D: SERVICE			
D1.1	Tourist information displayed on information board	Visual inspection.	
D1.2	Electricity	Visual inspection.	

D1.3	All power supply devices are checked at least once a year by an electrical technician.	<i>Prepare:</i> documentation of: (a) technician qualification, and (b) assessment report	
D1.4	Contact person to be assigned and displayed on the information board.	Visual inspection.	
D2.1	Power supply available at each jetty within a range of 100 V (ac) to 240 V (ac) 50 Hz to 60 Hz. The supplied power shall be displayed directly at the outlet and in general at the information board.	Visual inspection.	
D2.2	Information on information board includes marina information and event notes/offers in the marina. This may be an electronic point of information (POI).	Visual inspection.	
D3.1	Marina master/marina staff to be assigned and available at the Marina throughout the season: 2 hours in the morning & 2 hours in afternoon. The Marina office opening times are clearly displayed on the information board.	Visual inspection. Note: Name of contact person, opening hours and telephone number on information board.	
D3.2	Crane or slip facility available within a distance of 3 km max. (waterway distance) displayed on the information board.	Visual inspection.	
D3.3	Yacht equipment supply within a distance of 10 km displayed with phone number on the information board.	<i>Prepare:</i> information about the yacht equipment supply and assortment.	
D3.4	Information about the nearest laundry service displayed on the information board.	Visual inspection	
D3.5	Procurement of closest fuel supply and repair and services for the boat within a distance of 25 km displayed with telephone number on the information board.	Visual inspection.	
D3.6	Information about places of interest, public transport, presentation and consulting service related to offerings within the area displayed on the information board.	Visual inspection.	
D3.7	Information about registration, immigration and customs procedure.	Visual inspection. Note: only applicable if in line with local requirements.	
D3.8	Baggage transport: 2 trolleys per 100 berths	Visual inspection.	
D3.9	Overall plan of Marina at the entrance of the jetties/piers	Visual inspection.	
D4.1	Marina master/marina staff to be assigned and available at the Marina throughout the season every day and four days per week in low season: 4 hours in the morning & 4 hours in the afternoon. Opening time displayed on information board.	Visual inspection.	
D4.2	Information and advice about tourist features and public transport within the surrounding area.	Visual inspection.	
D4.3	Power supply in the marina available for each yacht mooring. The electrical sockets shall be individually protected by a correctly rated miniature circuit breaker (MCB) plus Residual Current Device (RCD) or an Residual Current Breaker with Overcurrent Protection (RCBO).	Visual inspection.	
D4.4	Boat fuelling station available within a distance of 20 km (2-stroke mix, regular, premium, diesel, LPG gas bottle) on water or on land. Location displayed on information board.	Visual inspection. Note: a fuel delivery service is also acceptable.	
D4.4 ISO	See D4.4 with following difference: Fuel delivery service within a distance of 12 km.	Visual inspection	
D4.5	Crane up to 10 tons or slip facility available in the marina or within a distance of 20 km, for marinas with sailboats (waterway distance). Location displayed on information board.	Visual inspection.	
D4.6	Baggage transport: barrier-free way to the yacht	Visual inspection. Note: steps and obstacles should be avoided or kept to a minimum.	
D4.7	Yacht equipment supply available at the marina or within a distance of 3 km. Location, address and phone number on information board.	Visual inspection.	

D4.8	Service staff is available. Shop for repair and service supply can be found at the Marina or within a distance of 3 km. Location, addresses and phone numbers on information board. Repair and service supply: min. 4 of the repair and service supplies mentioned below have to be available in the marina (please highlight which apply), the rest within a distance of 20 km: Motor service, electronic service, sail makers, boat builders incl. wood, metal and plastic processing, rigger, varnisher, cleaning service, locksmith shop and office services	Visual inspection.	
D4.9	Support for tour planning.	<i>Prepare:</i> example of tour planning and responsible person.	
D4.10	Service staff is available and shall be competent to assist mooring activities of craft.	Visual inspection	
D4.11	A member of staff shall be able to communicate in English of another foreign language.	Note: not required in case that the yacht harbour is not visited by foreign boaters.	
D5.1	Marina master/marina staff to be assigned and available throughout the season: from 8:00 a.m. to 8:00 p.m.	Visual inspection. Name, opening hours and telephone number on information board.	
D5.2	The marina has a concierge service.	Visual inspection.	
D5.3	The staff shall be competent to assist mooring activities of craft, if necessary with operation of auxiliary craft.	<i>Prepare:</i> documentation of competence.	
D5.4 ISO	Baggage transport: 3 trolleys per 100 berths	<i>Prepare:</i> number of berths and trolleys Visual inspection	
D5.5	Power supply within the marina for each yacht mooring and three-phase AC (400 V) supply for marina moorings available (only applicable if marina gets typically approached by large yachts over 30 m)	Visual inspection.	
D5.6	Electrical system: each receptacle shall be rated with 16A/230V (30A/120V). Berths for boat above 15 m should also have a sufficient number of outlets with 32A/230V (50A/120V) or/and 64A/230V. Suitable plugs shall be available in the marina. The whole electrical system shall be able to supply 80% of the maximum power installed on all pedestals in the marina.	Visual inspection. <i>Prepare:</i> information about pedestals and approval of system from responsible company/engineer.	
D5.7	Boat fuelling stations available either in the marina or directly adjacent, but within 6 km distance (2-stroke mix, regular, premium, diesel, liquid gas tanks available). Available on the weekend.	Visual inspection. Note: „directly adjacent“ means premises of direct neighbour.	
D5.8	Crane, travel lift or slip cart up to 80% of the maximum load to be lifted (but not more than 30t) have to be within a distance of 10 km, mast crane or slip facilities available (with exception of tidal harbour)	Visual inspection. Note: „maximum load“ equals to (length x breadth x draught) of the biggest berth x 0,6 (in t). Means on other premises than those in the marina acceptable if access and own key authority is guaranteed and/or contracted.	
D5.9	Yacht equipment supply in the marina available on the weekend	Visual inspection.	
D5.10	Service staff is available at the weekend, contact partner for repair and service supply available on the weekend (08:00 – 20:00) and 24h emergency service. Repair and service supply: min. 7 of the repair and service supplies mentioned below have to be available in the marina (please highlight which apply), the rest within a distance of 10 km: Both motor and electronic boat service, sail makers, boat builders incl. wood, metal and plastic processing, rigger, varnisher, cleaning service, locksmith shop, office services	Visual inspection. <i>Prepare:</i> service contract with external supplier if applicable.	
D5.11 ISO	The marina offers man-powered vehicles (e.g. bicycle, scooter) or electrical vehicles for internal use if more than 200 berths.	Visual inspection	
D5.12 ISO	The marina provide means of assist for embarking and disembarking	Visual inspection	

D5.13	The marina shall provide comfortable means for easy access from the pier/jetty to the boat, if requested.	Visual inspection. Note: this means could be for example steps, ladders or gangways.	
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E: FOOD SUPPLIES / LEISURE			
E2.1	Food supply / catering within a distance of 3 km; Alternatively delivery service displayed on information board.	Visual inspection. Note: this could be a supermarket/food store and/or a restaurant/food delivery.	
E3.1	Food supply / catering within a distance of 1,5 km; alternatively delivery service. Name, address and telephone number on information board.	Visual inspection.	
E3.2	Min. 5 of the following or other leisure facilities shall be available in the marina or directly adjacent as listed in the Annex.	Visual inspection.	
E3.3	Drinking (potable) water available and displayed on the information board.	Visual inspection. Note: drinking water may be supplied by tap, water bottles or cans.	
E4.1	Food supply in the marina or adjacent, bread delivery. Name, address and telephone number of supplier on information board.	Visual inspection.	
E4.2	Diner in the marina or directly adjacent (seasonal)	Visual inspection. Note: "directly adjacent" means premises of direct neighbour.	
E4.3	Credit/debit card acceptance to cover the marina charges	Visual inspection.	
E4.4	WLAN available at berths	Visual inspection.	
E4.5	Minimal 3 leisure facilities as listed in the Annex shall be in the marina within 10 m walking distance the whole year. Minimal 5 leisure facilities as listed in the Annex have to be available in the marina or directly adjacent within 20 min during high season. These shall be displayed on the information board.	Visual inspection. Note: "directly adjacent" means premises of direct neighbour.	
E5.1	Food supply in the marina, during low and high season. It shall be open 5 days per week in the low season and 7 days per week in the high season. Delivery service to the yacht and bread delivery shall be available; name, address and telephone number on information board.	Visual inspection.	
E5.2	Diner in the marina (open over the weekend), offering on board catering.	Visual inspection.	
E5.3	Following leisure facilities must be available in the marina or directly adjacent: Children's playground, bike rental, beach or swimming site or pool. Minimal 5 additional leisure facilities as listed in the Annex shall be in the marina within 10 m walking distance the whole year. Minimal 8 leisure facilities as listed in the Annex have to be available in the marina or directly adjacent within 20 min during high season. All leisure facilities shall be displayed on the information board.	Visual inspection. Note: the dog park must at minimum be a "defecation area" for the dogs.	

F: Management, Environment Protection and Disposal			
F1.1	Waste disposal	Visual inspection.	
F2.1	Waste control system for disposal including collection and storage. Location displayed on information board.	Visual inspection.	

F2.2	A procedure is implemented and maintained: <ul style="list-style-type: none"> to identify the legal requirements applicable to the yacht harbour to determine how these requirements apply to the yacht harbour 	<u>Prepare:</u> appropriate documentation.	
F3.1	Information about the nearest pump out station displayed on the information board.	Visual inspection.	
F3.2	Sewage discharge prohibited in the marina. Information about prohibition shall be on information board and reference in the contract and/or general terms and condition.	Visual inspection. <u>Prepare:</u> reference of prohibition in general terms and conditions.	
F3.3	Environmental code of conduct is clearly stated to the customers, posted at the information point. Additionally it should be available on the website, leaflets etc. Minimum content shall be to give advice regarding: <ul style="list-style-type: none"> respect of nature, wildlife and especially sensitive protected natural areas; to use the waste collection system in the Marina the use of boat-repairing and washing areas, if applicable. 	Visual inspection.	
F3.4	Prevention and emergency action plan necessary covering following sections: waste collection, firefighting, evacuation, medical emergency, natural disasters as appropriate and oil & fuel spillage and the identification of an emergency assemble point. Further it shall include a training scheme for the staff.	<u>Prepare:</u> appropriate documentation.	
F3.5	Following documentation should be available: <ol style="list-style-type: none"> All regularly updated obligatory documentation as per the local association and nautical rules and regulations, navigation restrictions and environmental restricted areas and other zones; A list of services provided and their description. An organization chart and a description of tasks and responsibilities of direction, management and personnel. 	<u>Prepare:</u> appropriate documentation.	
F3.6	The harbour should have a maintenance and cleaning programme including. This shall include regularly visual inspections, tests and action in case of faults. <ol style="list-style-type: none"> all safety and security equipment the equipment required by the emergency action plan showers, washing facilities and toilets food and beverage premises electrical system potable water system waste collection system and black and/or grey water pump out facilities pontoons, piers, berths, carts, and access ramps marina underwater environment hazardous substances disposal any other equipment and systems not mentioned above. 	<u>Prepare:</u> appropriate documentation.	
F3.7	Waste disposal including potential recyclable collection, waste oil and bilge water within a radius of 0,54 sm (ca. 1 km). Location on information board.	Visual inspection.	
F3.7 ISO	See F3.7 with following difference: Waste disposal within a radius of 0,16 sm (ca. 0,3 km)	Visual inspection	
F3.8	Work instructions / Material Safety Data Sheets (MSDS) for handling hazardous materials (such as waste oil) shall be available for the staff.	Visual inspection.	
F3.9	The staff shall be able to provide information about local facilities and touristic information. Further the staff shall know the applicable requirements and content of this certification scheme.	Visual inspection.	
F3.10	The staff shall be competent to fulfil their day-to-day tasks and to execute the plans as required by the certification scheme.	Visual inspection. <u>Prepare:</u> appropriate documentation.	

F4.1	Documented organisation structure of management according to principles of i.e. EN ISO 14000 / Ecological Audit / ISO 9000 / HACCP. This shall include a roll description for all staff members. An organisation chart with responsibilities shall exist.	<u>Prepare:</u> appropriate documentation. Note: 1. The quality system must not be certified. 2. The organisation structure may be demonstrated by a block diagram showing positions and responsibilities.	
F4.2	At least following functions are covered by the documented structure of the marina: safety, finances, strategic planning, operational planning, marketing, human resources, maintenance, administration, berthing operation.	Visual inspection. <u>Prepare:</u> appropriate documentation.	
F4.3	Cleaning site for underwater hull with supervised disposal.	Visual inspection. <u>Prepare:</u> documentation for supervised disposal.	
F4.4	A discharge facility shall be available in the marina or within 3 km reach. Alternatively the service can be provided by a subcontractor. Location, name and telephone number of external service on information board if external provider. An organized control system for black water, bilge water, grey water and hazardous substances shall be in place.	Visual inspection. <u>Prepare:</u> documentation of professional organized treatment of substances.	
F4.5	Garbage disposal incl. recycling collection. Any item shall be collectable in a separate container being clearly labelled.	Visual inspection.	
F4.6	Garbage disposal including potential recyclable collection, waste oil, bilge water, batteries, paint and varnish residues in 750 m distance. Location, name and telephone number of service provider on information board if external provider.	Visual inspection. <u>Prepare:</u> documentation of professional organized treatment of substances.	
F4.7	The collection of oil and oil filters shall be organized in a central location in the marina. A dedicated means for the transport of oil and oil filters shall be provided.	Visual inspection. <u>Prepare:</u> documentation of professional organized treatment of substances.	
F4.8	Emergency drills with regards to the emergency action plan shall be carried out at least once in two years. A written report shall point out corrective actions for the emergency exit plan.	Visual inspection. <u>Prepare:</u> training records	
F4.9	At least one trained person in the marina shall be appointed and responsible to implement the environmental code of conduct. The implemented code shall give advice to avoid unnecessary consumption of natural resources and energy.	<u>Prepare:</u> appropriate documentation.	
F4.10 ISO	Following shall be available: - identification of craft mooring by type and size - registration of berth holders; - registration of craft arrival and departure	Information to be filed: craft name, type and main dimensions, flag, home port and registration number, skippers address, telephone number and email, proof of insurance, arrival and departure date.	
F5.1	Faeces disposal available in the marina	Visual inspection.	
F5.2	Garbage disposal including potential recyclable collection, waste oil, bilge water, batteries, paint and varnish residues in the marina.	Visual inspection. <u>Prepare:</u> documentation of professional organized treatment of substances.	
F5.2 ISO	See F5.2 with following difference: Garbage disposal within a distance of 500 m.	Visual inspection.	
F5.3	Documented organisation structure of management (according to principles of i.e. EN ISO 14000 family / Ecological Audit / ISO 9000 family / HACCP) including an internal review procedure for the organisation structure and environmental facilities and structure every 3 years.	<u>Prepare:</u> appropriate documentation Note: the quality and/or environmental system must not be certified.	
F5.4	Security threads shall be taken into account in the emergency action plan.	<u>Prepare:</u> appropriate documentation	
F5.5	Staff evaluations shall be done regularly but at least once per year.	<u>Prepare:</u> appropriate documentation	

G: WINTERSTORAGE (if applicable)			
G3.1	Outside storage on permanent storage positions	Visual inspection.	
G3.2	Regular safety check of the storage system	Visual inspection. <i>Prepare:</i> documentation to proof regular safety check.	
G3.3	Storage facilities for floor stands and trailers during summer season	Visual inspection.	
G4.1	Cleaning site for under water body of boats including supervised disposal	Visual inspection. <i>Prepare:</i> documentation of professional organized treatment of substances.	
G4.2	Outside storage on fastened storage position and unheated storage hall	Visual inspection.	
G4.3	Transport and storage system for yachts	Visual inspection.	
G4.4	Mast storage available (only for marinas for sailboats)	Visual inspection.	
G4.5	Power supply available	Visual inspection.	
G5.1	Outside storage on fastened storage position unheated and temperate storage hall	Visual inspection.	
G5.2	Approved transport and storage system for yachts	Visual inspection. <i>Prepare:</i> documentation of approval for storage system.	
G5.3	Roofed mast storage available (only for marinas for sailboats)	Visual inspection.	
G5.4	Power supply available (incl. three-phase AC)	Visual inspection.	
G5.5	Industrial sinks and washbasins available in the hall or outside	Visual inspection.	

List of attractions and activities for "E: FOOD SUPPLIES / LEISURE": Note: please cross out the not available ones	Specify other available attractions and activities
Recreational activities, e.g.: fishing, paddling board, cycling trails, walking or running trails, surf school, yacht school (on site)	
Sporting activities, e.g.: basket, cycling, fishing, golf, kayaking, canoeing, rowing, scuba diving, soccer, squash, surfing, swimming, tennis.	
Cultural attractions, e.g.: local festivals, local produce market, museum, wine region with wine tasting	
Natural attractions, e.g.: beach, cave, cliff, coral reef, national park, waterfall	
Historical attraction, e.g.: ancient ruins or excavations, castle, historic house, monument, museum, statue	
Architectural attractions, e.g.: - contemporary design of private and public building(s) such as galleries, theatres, homes and bridges; - historic period design of private and public building(s) such as galleries, theatres, homes and bridges;	
Leisure facilities on site, e.g.: barbecue, bicycle rental, boat charter, children's playground, gym, massage, miniature golf, pool, restaurant, hotel, pub, sauna, sunbathing area, theme park	

Attachment

No.	Comments

Date	Signature IMCI Marina Inspector	Signature Marina Responsible(s)
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