

TBMP Internal Observation Form

TBMP Participant _____,

A staff member has reported an instance that may have been out of compliance with one or more of the guidelines established in the TBMP program. The following is a brief description of the observed activity. Please complete the bottom portion of this form and return it to us as verification that you are aware of the situation.

To further improve the outcomes of TBMP, the assistance of the staff of all participants has been enlisted to watch not only their company's operations, but operations throughout the industry. We can be stronger by helping each other.

Don't hesitate to call our owner/manager to discuss this issue further. If any of our operations were viewed to be possibly out of compliance, we hope that you would extend to us the same courtesy of communicating similar information.

Thank you, and again, don't hesitate to contact our owner/manager for clarification.

Date of observed activity _____ Time _____ am/ pm

Observed activity:

Signature of Manager of observing company _____

Phone _____ Email _____
hotline@traveljuneau.com

Participant explanation:

Corrective action taken (if necessary):

Signature of Manager of observed company _____

Phone _____ Email _____
hotline@traveljuneau.com