



കേരള സർക്കാർ

സംഗ്രഹം

വിനോദസഞ്ചാര വകുപ്പ് - "കേരള അഡ്വാഞ്ചർ ആന്റ് ആക്ടിവിറ്റി ബെയ്സ്ഡ് ടൂറിസം സേഫ്റ്റി ആന്റ് സെക്യൂരിറ്റി ഗൈഡ് ലൈൻസ്" അംഗീകരിച്ച് ഉത്തരവാകുന്നു.

വിനോദസഞ്ചാര (സി) വകുപ്പ്

സ.ഉ.(കൈ) നം. 18/2019/ടൂറിസം

തിരുവനന്തപുരം, തീയതി 14-10-2019.

പരാമർശം :- 1. സ.ഉ.(സാധാ)നം. 532/2017/ടൂറിസം, തീയതി 25-10-2017

2. വിനോദസഞ്ചാരവകുപ്പ് ഡയറക്ടറുടെ 24-08-2019 ലെ എം3-10480/2017 നമ്പർ കത്ത്.

ഉത്തരവ്

സാഹസിക വിനോദസഞ്ചാര മേഖലയുമായി ബന്ധപ്പെട്ട കാര്യങ്ങൾക്കായി പരാമർശം (1) പ്രകാരം രൂപീകരിച്ചിരുന്ന ഏകോപന സമിതിയുടെ നിർദ്ദേശാനുസൃതം കേരള അഡ്വാഞ്ചർ ടൂറിസം പ്രൊമോഷൻ സൊസൈറ്റി തയ്യാറാക്കിയ "കേരള അഡ്വാഞ്ചർ ആന്റ് ആക്ടിവിറ്റി ബെയ്സ്ഡ് ടൂറിസം സേഫ്റ്റി ആന്റ് സെക്യൂരിറ്റി ഗൈഡ് ലൈൻസ്" ന് അംഗീകാരം നൽകണമെന്ന് അഭ്യർത്ഥിച്ച് പ്രസ്തുത പ്രൊപ്പോസൽ വിനോദസഞ്ചാര വകുപ്പ് ഡയറക്ടർ പരാമർശം (2) പ്രകാരം സർക്കാരിന്റെ പരിഗണനയ്ക്കായി സമർപ്പിച്ചു.

സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിരിക്കുന്ന "കേരള അഡ്വാഞ്ചർ ആന്റ് ആക്ടിവിറ്റി ബെയ്സ്ഡ് ടൂറിസം സേഫ്റ്റി ആന്റ് സെക്യൂരിറ്റി ഗൈഡ് ലൈൻസ്" അംഗീകരിച്ച് ഉത്തരവാകുന്നു.

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✓ ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസർ, കേരള അഡ്വാഞ്ചർ ടൂറിസം പ്രൊമോഷൻ സൊസൈറ്റി, വഴുതക്കാട്,
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വിവര പൊതുജന സമ്പർക്ക (വെബ് ആന്റ് ന്യൂ മീഡിയ) വകുപ്പ് (വെബ്സൈറ്റിൽ
പ്രസിദ്ധീകരിക്കുന്നതിനായി)

കരുതൽ ഫയൽ / ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം,

സെക്ഷൻ ഓഫീസർ.

പകർപ്പ് : വിനോദസഞ്ചാര വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറി
വിനോദസഞ്ചാര വകുപ്പ് സെക്രട്ടറിയുടെ പി.എ.
വിനോദസഞ്ചാര വകുപ്പ് അഡീഷണൽ സെക്രട്ടറിയുടെ സി.എ



Department of Tourism, Government of Kerala

Park View, Thiruvananthapuram- 695033

**KERALA TOURISM
ADVENTURE & ACTIVITY BASED TOURISM
SAFETY & SECURITY GUIDELINES**

Part 1: Activity Guidelines

Receipt No : 3724279/2019/TSM (OS)

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Common Guidelines for all Adventure Tourism Activities

The requirements in this section are applicable to all adventure tourism activities pertaining to Land, Water & air. This minimum set of SOPs and qualifications is applicable to all Adventure Activity Providers (AAP) in Kerala. In addition, specific guidelines for individual activities are detailed in the subsequent sections.

Therefore, the guidelines for a given activity is a combination of the common guidelines and activity specific guidelines

For Conducting Adventure activities in Kerala, the **Adventure Activity Providers (AAP)** shall have the following requirements:

1. The AAP must have a registered office in India, valid GST registration, PAN number and a bank account. AAP shall be a Company / Society / Proprietorship / Partnership
2. The AAP must have qualified personnel employed as a full-time staff, with technical competence in leading outdoor activities. Such experience must be duly certified by the AAP.
3. In addition to the above, for each activity offered, the AAP must have staff who have hands-on experience of operating that activity for atleast 1 year. This should be evidenced by bonafide experience certificates from the respective employers under whom their experience was obtained, if such experience has not been obtained with the present AAP.
4. The AAP must possess specialized equipment commensurate with needs of undertaking and running the respective activities. Please refer to the activity specific guidelines for more details of equipment specifications.
5. The AAP must operate with the required permits/licenses as prescribed by the Government of Kerala and/or the Government of India, if any.
6. Safety and Risk Mitigation
 - a. The AAP should nominate an Activity leader for the conduct of each activity for each guest or group
 - b. Participants must be given a safety briefing before each activity. This should cover operation of equipment, if any, all aspects of risks and action to be taken both by conducting staff and the participants in detail.
 - c. At a minimum, the Adventure activity leader should be well trained in First Aid/CPR, evidenced by appropriate certification. It is desirable that all the AAP staff are trained in First Aid and CPR
 - d. The AAP activity leader must carry a first aid kit with enough (unexpired) supplies for all participants. At a minimum, the first aid kit must contain the following:
 - i. Band-aid (plaster) in a variety of different sizes and shapes
 - ii. Small, medium and large sterile gauze dressings and sufficient cotton
 - iii. Sticky tape
 - iv. Crêpe rolled bandages with clips
 - v. Disposable sterile gloves
 - vi. Tweezers
 - vii. Scissors
 - viii. Painkillers such as paracetamol (or infant paracetamol for children), aspirin (not to be given to children under 16), or ibuprofen

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- ix. Pain relief spray (e.g. Volini)
- x. Antihistamine tablets (e.g. Cetirizine)
- xi. Dettol or similar antiseptic
- xii. Anti-diarrhea tablets
- xiii. Electral or similar electrolytic drink
- xiv. Disposable syringe
- e. The AAP must have a list of the nearest hospitals and medical facilities at all times during the conduct of the activity.
- f. All staff must possess Medical Fitness Certificate by a certified doctor
- g. A risk assessment should be conducted on any trail intended for an adventure activity before participants are permitted to use such a route. The AAP should maintain documentation of the Risk Assessment and produce the RA on demand by authorities
- h. An Emergency Action Plan (EAP) must be in position and regular training imparted to the staff for the same. Evacuation routes and emergency procedures must also be included in the company's EAP. The AAP should produce the EAP on demand by authorities.
- 2. The firm must follow a strict 'leave no trace' waste management policy and conform to high sustainability standards.
- 3. AAP shall display the rate for each activity prominently at the place of activity
- 4. Documentation: In addition to activity specific documentation, AAP should maintain the below minimum documents on site and produce it on demand for audit or inspection by concerned authorities:
 - a. Name and address of owner and operator
 - b. Document indicating the annual inspections carried out by an inspecting body.
 - c. List of site personnel and their job titles.
 - d. Evidence of public and other liability insurance.
 - e. Equipment inventory register with details of supplier, purchase date, warranty period
 - f. Documented procedures for daily, weekly, monthly and annual inspection and maintenance of all equipment, if any
 - g. Verified logs of daily, weekly, monthly and annual inspection and maintenance of all equipment
 - h. Staff register with details of staff training, qualifications and certifications
 - i. First aid certificates for all operations staff involved in conduct of activities
 - j. Medical register with details of first aid kits
 - k. Incident record

Guidelines for Land Based Adventure Tourism Activities -

Trekking, Hiking, Mountaineering, Nature Walks and Bird Watching

Guides/Instructors:

Personnel Qualification

1. There shall be atleast one Team leader who has completed a minimum of Two weeks professional training in any competent training institution like National Mountaineering Institutes, National Adventure Foundation, KITTS etc and shall have atleast Two years of experience in conducting such activity. The Team leader should be well trained in First Aid/CPR.
2. One Third of the total staff shall complete atleast 2 weeks professional training in any of the competent training institution like National Mountaineering Institutes, National Adventure Foundation, KITTS etc and shall have atleast One year of experience in conducting such activity. They should be well trained in First Aid/CPR.
3. Remaining staff shall undergo in-house training of 2 weeks under the Tour Leader and the Tour Leader shall give In-house training completion certificate to them

Equipment

1. There is no mandated equipment for a trek. However, where appropriate, the trek leader should ensure that necessary equipment, such as tents, sleeping bags, rucksacks, rope etc. are available to ensure the safety and comfort of guests.
2. For bird watching, a good pair of binoculars is recommended for each guest and the trek leader

Inspection and maintenance procedures

Inspection and maintenance require sound knowledge of the systems and equipment and must be carried out by qualified persons, as a minimum the inspector must be a qualified guide/instructor. Basic inspections must be carried out before every use with detailed inspections carried out on a regular basis in accordance with their operational procedures and risk assessments.

SOP's and operating instructions

Standard Operation Procedures must be briefed to all participants and Safety Instructions are properly displayed in a board at the activity site before commencing the adventure activity

1. Terrain briefing: Prior to starting the trek, the trek leader must brief guests on the total distance covered and the altitude profile of the trail. The briefing should also include any dangerous terrain such as rock scrambling or steep ledges.
2. Weather/climate briefing: Before setting off on a Birding / Nature Trail, the guide must provide clients sufficient brief on the expected heat/ cold/ rain etc. during the trip. Clients need to dress accordingly and to be prepared for personal and equipment protection. It is also advisable to dress in muted colours.
3. Flora/Fauna briefing: The trek leader must brief guests about how to behave in the wilderness, especially with regard to the following:

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- a. Wild animals are unpredictable. Venturing too close to any animal is dangerous.
 - b. Mothers with young ones are easily provoked.
 - c. Use of flash can anger even the most docile animals.
 - d. Feeding of animals is prohibited. However certain animals can attack even on realising the existence of food. Eg monkeys and langoors can snatch food.
 - e. Handling snakes is dangerous. This must be done only by a trained handler. However in a situation where there is no such handler, care must be taken to provide the snake with an exit route. Identifying venomous and non-venomous snakes should be left to experts. All snakes should be handled with due care.
 - f. Noise disturbs animals – while most animals will shy away, some like juvenile elephants and wild boars may charge
4. Guests must also be briefed about any possibility of animal encounters, and the actions to be taken in case of such an encounter. This includes encounters with large mammals, such as elephants, and also other incidents such as bee stings
 5. The trek leader must ensure availability of sufficient water for all the trek participants. Water may be carried or obtained in a sustainable manner locally (after purification). Guests must have access to a minimum of 2 litres of drinking water per person per day.
 6. All Trekking Tour Operators must maintain and update a Standard Operating Procedure for their operations. SOP's should be in accordance with risk management practices recommended by ATOAI.
 7. SOP's for organizing the trekking expedition, such as assessing of members qualification, medical condition and experience, procedures for obtaining various permissions, travel to the trekking area, maintenance of base camp including hygiene, precautions for avoiding high altitude sickness, safety precautions, communication, weather reports, procedure for emergencies, communication protocol, casualty evacuation, incident and accident reporting and feedback mechanism must be well documented and part of staff training. The following must be included in the SOPs:
 - a. The guiding and porter staff on the mountain and the material supplied must be adequate for the aims of the party and stated level of service offered.
 - b. Advance arrangements must be known for medical help. Advance arrangements must also be made for evacuation assistance in case of emergency. A detailed Emergency Action Plan must be in position and communicated to all concerned prior to the commencement of the trek.
 - c. Advertising must give a true picture of all the difficulties and dangers involved, and avoid promising the impossible. For commercial trekking expeditions, information about the guiding team and their experience should be sent to the clients beforehand.
 - d. The client must truthfully reveal his experience, supported by documentation/ photograph, medical history etc to the organiser so that the organiser can make an informed choice about the potential client. For high altitude treks a doctor's fitness certificate for clients is recommended.
 - e. Information supplied in advance will include a clear statement of the guiding, portage and equipment which will be supplied by the organiser, together with a detailed gear / clothing list for the clients.
 - f. Sustainability guidelines: In accordance with the Global Sustainable Tourism Criteria adopted by ATOAI with strong adherence to 'leave no trace' waste management policy.
 8. Garbage is one of the most dangerous problems created by Wildlife Tourism. The trek leader must ensure that all non-bio-degradable material carried on the trek is carried back. None of it should be discarded during the trek.

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9. Collecting souvenirs like antlers, feathers, bones, shells and plant parts is illegal and strictly prohibited. Guides should not budge to client pressure to provide these materials.
10. Sight of nesting birds is uncommon. However, we must understand that this is a very sensitive period for the bird. They can be threatened by our very presence. At such times, extreme care needs to be taken while photographing bird activity. Photographing birds on their nests is strictly forbidden.

Documentation

The Adventure Activity Providers must maintain, at the minimum the following documentation on site

1. Details of all Guides and Instructors including copies of certifications, record of trekking experience and feedback from clients.
2. Copies of all Permits and Permissions of current trekking expeditions.
3. Copies of identification documents, Insurance cover and details of next of kin for all participants, guides and instructors.
4. Copy of SOP.
5. Current list of emergency contact numbers.
6. Emergency Action Plan for the particular trek.

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Cycling Tours**Introduction**

Adventure Activity Provider (AAP) should conduct rides only on public access roads, and follow all road rules as prescribed in Indian law.

Guides/ Instructors**Personnel Qualification:**

While there are no technical criteria or qualifications required, these are experiences that will help a tour leader ensure a successful trip:

1. Knowledge of the terrain being traversed, potential hazards of that area, typical weather conditions.
2. First-aid and CPR certification for Tour Leader.
3. Basic knowledge of bike maintenance while on tour and fixing issues such as punctures, gears not working well and other such minor repairs.

Equipment

1. Tour operators give their clients the option of bringing their own bicycles or provide/rent bicycles to them.
 - a. In the former case, AAP should stock necessary spares such as tyres, tubes, tyre levers, patch kits, brake and gear cables and their housing, chains, chain links, lubricants, floor pump with presta and Schrader valves, multi tool or allen keys, small screw drivers, duct tape and zip ties.
 - b. In the latter case, in addition to the above, add bicycle specific spare components such as brake shoes, drive train components, spokes, spoke wrench, etc.
2. Bikes should be delivered to the clients fully built and ready to ride after individual saddle height adjustments.
3. All cycles should have a minimum of 2 independently operated brakes in proper condition, one for the front wheel and one for the back wheel.
4. Cycling helmets are mandatory for all riders on all rides. Cycling helmets should have ISI certification, at a minimum, and usage of respectable brands is recommended. They should be stocked for all sizes.
5. If the ride continues beyond 6PM, then the following equipment is mandatory:
 - a. Headlights that can be seen from a minimum of 200 meters away. Headlights should be white or warm white with appropriately angled reflectors that do not dazzle oncoming vehicles
 - b. Tail lamps that can be seen from a minimum of 200 meters away. Tail lamps should be Red in color, powerful enough to be visible to other vehicles and provide the option of rapid blinking.
 - c. A set of 10 reflectors, split as follows: 4 on pedals, 2 on the front wheels, 2 on the rear wheels, 1 on the lamp bracket and 1 on the rear mudguard. The reflectors must adhere to ISO 6742-2 that is applicable to retro-reflective devices used on cycles.
6. For rides lasting longer than 3 hours, a support vehicle is advisable. The support vehicle may wait nearby, ready to respond on call, or follow the group.

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Inspection and Maintenance

7. It is advisable that bicycles are given care after every trip. This would include:
 - a. Cleaning the bicycle.
 - b. Lubricating the chain.
 - c. Drive train service.
 - d. Check chain health.
 - e. Check brake and gear cable tension.
8. It should be ensured that brakes are in full working condition and adhere to minimum braking standards prescribed by Indian law.

Safety briefing and Customer Training

1. AAP must maintain a guide:client ratio of atleast 1:10. In this context, "guide" refers to only those AAP staff who are actually cycling with the clients, not the entire support team involved in a cycling expedition
2. Give all customers a safety briefing at the start of the tour, such as not riding more than two abreast, right of way to larger vehicles, proper use of gears, proper use of brakes, hand signals and following instructions of the tour leader.
3. Riding safely, riding as per traffic rules
4. Get them used to riding on seat posts, heights that are higher than what they are likely to be used to, from childhood, if these are inexperienced cyclists.
5. Explain the importance of a helmet to be worn at all times on the saddle, the right way to wear one snugly and the importance of wearing a helmet of the correct size.
6. Check for medication clients are on and ensure that they are carrying sufficient dosage for the duration of the tour.
7. In case of self-guided trips the guides MUST give the travelers a briefing of do's and don'ts including how to engage with the locals and where to stop / not stop.
8. Must carry a government authorized identity card with them for the duration of the tour.

Documentation

1. Map of each route, along with altitude profile, distance covered and total altitude gain/loss
2. Copies of permits to enter a region, if relevant.
3. Copies of the identity and emergency contact details of each client.
4. Insurance coverage details for each client, where appropriate
5. List of doctors & hospitals as well as ambulance providers along each route
6. List of reliable bicycling stores (which manage the cycle brands being used) along each route.
7. Emergency Action and Evacuation Plan for each route.

Zip wires & High ropes courses

Introduction

All owners & operators of Zip Wire and High Ropes Courses should aspire to install and operate their courses to the following European Standard: EN 15567:2015 (Sports and recreational facilities – Ropes courses. An abridged version of the above standards have been adopted as the basic minimum requirements under these regulations.

High ropes and zip wire courses involve participants engaged in activities while attached to ropes or cables more than 1.0m above ground level. These are distinct from playground equipment in that they have restricted access and require supervision.

Such activities involve risks that should be managed by the operators. This is achieved through careful supervision, training, instruction & information. On the basis of a risk assessment, operators should take reasonably practicable measures to ensure the safety of participants, including safety devices and protocols designed to limit the risk or consequences of falls or collisions.

After applying for registration and before the inspection being carried out by the Expert Committee, the applicant must certify the physical structures like tower by the engineers empanelled by KATPS.

Guides

Personnel Qualification

1. There shall be atleast one Team leader who has completed a minimum of Two weeks professional training in any competent training institution like National Adventure Foundation, KITTS etc and shall have atleast Two years of experience in conducting such activity. The Team leader should be well trained in First Aid/CPR.
2. One Third of the total staff shall complete atleast 2 weeks professional training in any of the competent training institution like National Mountaineering Institutes, National Adventure Foundation, KITTS etc and shall have atleast One year of experience in conducting such activity.
3. Remaining staff shall undergo in-house training of 2 weeks under the Tour Leader and the Tour Leader shall give In-house training completed certificate to them

Team Leader must self certify that he along with one more staff is capable of rescue training and competent of conducting a mid-span rescue, safely bringing a participant back to the ground quickly

Equipment for construction of the High Ropes Course

1. Choice of site. The High Ropes or Zip Wire Course shall be located in an area of reasonable operating safety; it shall be possible to evacuate participants from any part of the course.

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2. Materials shall be fit for purpose. Timber parts shall be designed in such a way that precipitation can drain off freely and water accumulation can be avoided. Metal parts shall be weatherproofed against atmospheric conditions.
3. Only galvanized or stainless steel wire ropes shall be used. The primary zip wire or course wire must have a minimum diameter of 12mm. Terminations around trees and poles shall have a closure angle less than or equal to 60 degrees. Wire rope inspections and discard criteria shall conform to ISO 4309.
4. Wire rope terminations and grips. All wire rope terminations shall conform to EN 13411 Parts 1-7. The number of wire grips shall depend on the nature and diameter of the wire rope and the types of wire ropes and grips used. It shall not be possible to undo critical components without a tool. Points of attachment on wire ropes may create local fatigue and shall be given special attention during inspections.
5. Design and manufacture. High Ropes or Zip Wire Courses shall be designed with consideration for the size and body weight of the participants. The dynamic load (generated by a falling participant) shall not exceed 6kN. Installations using self-belay systems made out of steel wire rope shall be calculated using safety factor of 3.0 in relation to the ultimate load.
6. Support system. The support system (artificial and/or natural structure intended for installation of activity and safety systems) shall have the stability and resistance appropriate for the load calculated. A minimum of two support guy lines must be provided for free standing anchors such as trees or pillars. In instances where the zip line course transmits loads to an existing structure (e.g. building) care shall be exercised to ensure that the existing structure can bear the loads created by the zip lines. When rocks are used as supporting structures the anchor pull out strength must be at least four times the applied load.
7. A list of do's and don't's must be prominently displayed at the start of the zipline.

Equipment for operating the high ropes course

1. Activity system. The activity system (e.g. landings, platforms, descending devices, zip wires) shall be designed to accommodate the imposed loads. The safety connection between the participant and the zip wire shall be made with the appropriate personal protective equipment (PPE). Wire ropes shall have no exposed broken wire ends within the reach of the participants. If any part of the zip wire and landing area is not visible from the start point a departure regulation system shall be used. Appropriate training and equipment shall be provided if participants are required to brake actively during the descent; a passive braking system (e.g. gravity, buffer, and bungee, net) shall always be in place.
2. Safety system. The safety system can be collective (e.g. railings, landing mats, belay anchor) or individual (e.g. safety harness & belay to fall arrest device). When participants' feet are more than 1.0m from the ground, a safety system shall be in place. Systems, in particular with movable trolleys, shall be designed in such a way as to reduce entrapment of body parts or clothing.
3. All participants are required to wear PPE while engaged in High Ropes and Zip Wire Course activities. As a minimum, the PPE should include:
 - a. Harness. A waist harness or a full-body harness must be chosen appropriately depending on the ride, such as stopping impact, weight of participant etc.
 - b. Additional chest harness or full body harness where appropriate, e.g. when a sit harness is ill fitting around the waist.
 - c. Two points of attachment (e.g. lanyards & screw gate karabiners) to the safety system.

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4. All PPE must conform to ISI or UIAA and EN / CE standards.
5. Every High Ropes / Zip Wire Course must have a First Aid kit and stretcher/spinal board onsite

Inspection and maintenance

1. After applying for registration and before the inspection being carried out by the Expert Committee, the applicant must certify the physical structures like tower by the engineers empanelled by KATPS.
2. After inauguration, the equipment and its components should be inspected or maintained as follows:
 - a. Routine visual check – before each opening
 - b. Operational inspection – every 1-3 months
 - c. Periodical inspection – at least once per year by an inspector, to include: visual inspection, functional inspection, determination of replacement state of worn parts, inspection including manufacturer's instructions for maintenance
3. For periodical inspections, an inspection report shall be drawn up, including the following:
 - a. Date and place of inspection,
 - b. Results of the inspection indicating the defects observed,
 - c. Assessment, whether there are any misgivings about further use of the facility,
 - d. Information on necessary re-inspection
 - e. Name, address and signature of the examiner.

Safety briefing

1. Before commencing an activity all participants shall be informed of the safety instructions, which should include:
 - a. Explanation of the high ropes / zip wire course and inherent risks.
 - b. Explanation of the equipment (PPE) to use when required.
 - c. Demonstration by the instructor or manipulation of the equipment by the participant.
 - d. Explanation of the safety instructions, especially the need to be always connected to the safety system by at least one connector.
 - e. Explanation of any marking placed at the beginning of every course or action system.
 - f. Identification of instructors and how and when to communicate with them (at any time any participant shall be within range of sight of either an instructor or an adult participant).
 - g. Action to be taken in event of an accident.
2. Participants should be directed to read the do's and don'ts displayed

SOP's and operating instructions

1. PPE worn by all participants must be inspected before the participant commences the course/ride.
2. At any time any participant shall be within range of sight of a guide or instructor
3. Continuous belay system & Zip Wire belays. A minimum of one, and preferably two, trained guides shall ensure participants are correctly attached to the safety system on High Ropes or Zip Wire Courses using a continuous belay system.
4. Self belay & Assisted belay. In the event of participants being required to self-belay there shall be an adequate number of guides to ensure the following:
 - a. All participants to demonstrate their understanding of the activity procedures and safety instructions in a practice area under Level 1 supervision & assessment.

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- b. The first five elements negotiated by a participant shall be under Level 2 supervision. During this period guides shall pay particular attention to the change-over's. After this period participants shall be under Level 3 supervision by guides.
- c. For assisted belays, there shall be a minimum of one guide for 4 participants (at height). In such instances the belayers shall be under Level 1 supervision of the guide.
5. Children below the age of 14 shall be under supervision by a guide throughout the activity.
6. During a rescue operation, a rescuer shall be dispatched without any adverse effect on site supervision. Communication between participants and the guide shall be ensured.

Documentation

The following documentation is required to be kept onsite:

1. Log book containing the daily operation sheets (including faults observed during inspections at opening and closing, relevant events concerning safety). These need to be kept for three years.
2. Accident and incident report sheets.
3. Personal protective equipment inspection register and operation log.
4. Risk assessment and management plan – drawn up by the zip line course operator.
5. Instructor and rescue training
6. Manufacturer's product manual.
7. Rescue and emergency plan.
8. All inspection and maintenance reports
9. List of dos and donts for participants and visitors, displayed prominently

Rock climbing, Artificial wall climbing and Abseiling**Introduction**

The requirement detailed in this section will apply when the participant can fall a distance of more than 15 feet at any point during the climb or abseil.

The following definitions will apply to this section:

- Single Pitch – An easily accessible climbing venue where both top and bottom of the climbing surface can be accessed safely by foot without the need for personal protective equipment and roped systems.
- Fixed protection systems – “Bolts” or “anchors” specifically designed and fitted for the purpose of attaching roped systems to a structure/natural climbing venue.
- The safety chain includes the anchor; the rope; the carabiners and slings; the knots; the harness and the alert belayer.
- Bottom roping where the belayer is situated at the bottom of the climb and the rope is directed through an anchor at the top of the climb and back down to the climber.
- Top roping where the belayer is situated at the top of the climb and the rope is directed from the belay system directly to the climber.
- Lead climbing where the climber places protection during the climb and has no roped protection above.
- Leader placed protection is protection specifically designed for the use of lead climbing and rigging where no fixed protection is available.
- Fall factor a method in which to scale the severity and force of a fall.

Guides/Instructors

Guides and instructors who are supervising climbing and abseiling activities should, as a minimum, hold valid certificates for the following:

Guides/Instructors:**Personnel Qualification**

1. There shall be atleast one Team leader who has completed a minimum of Two weeks professional training in any competent training institution like National Mountaineering Institutes, National Adventure Foundation etc and shall have atleast Two years of experience in conducting such activity. The Team leader should be well trained in First Aid/CPR.
2. One Third of the total staff shall complete atleast 2 weeks professional training in any of the competent training institution like National Mountaineering Institutes, National Adventure Foundation, KITTS etc and shall have atleast One year of experience in conducting such activity.
3. Remaining staff shall undergo in-house training of 2 weeks under the Tour Leader and the Tour Leader shall give In-house training completed certificate to them

Copies of the certificates must be uploaded at the time of submitting application and produced upon Inspection.

Equipment

10. The correct use and proper maintenance of climbing equipment is essential for conducting safe climbing and abseiling activities and should never be taken lightly. In order to comply with this standard, all PPE must be CE (European Conformity) and UIAA approved. Here is a list of the minimum Personal Protective Equipments (PPE) requirements for a climbing and/or abseiling session:
 - a. Harness: The single most important piece of personal protective equipment which allows the climber to be safely attached to the roped system and is also a "link" of the safety chain. All harnesses must be checked by a qualified leader to ensure they are fitted correctly prior to leaving the ground and being exposed to a potential fall.
 - b. Rope: The belay rope must be attached to the harness via a figure of 8 knot, or a locking carabiner. There are many different types of rope. The operator and leader must have a sound knowledge of specifically designed climbing rope, including the different types and applications. Rope that isn't designed specifically for the use of climbing and abseiling activities must NEVER be used for this purpose.
 - c. Helmet: Climbing helmets are designed to withstand impact from above by falling rock and equipment, NOT the head impacting on the ground from a falling climber. As such, it is the responsibility of the owner/operator to deem if a climbing helmet is necessary in accordance with their risk assessments.
 - d. Hardware (carabiners, belay devices etc.): There is a wide range of climbing aids and devices and the operator and instructor must have a complete and sound knowledge of their applications including which devices are necessary to operate climbing and abseiling activities safely. These devices are also a "link" in the safety chain.
 - e. Gloves/Mittens: All guests must be provided with a pair of good quality, palm-padded mittens/gloves. These should mandatorily worn when abseiling.
11. Belays, anchors and fixed protection systems
 - a. Although these standards do not cover the fitting or construction of fixed protection systems, these systems should be rated by the manufacturer and have a quantifiable safe working load. As a minimum standard for such systems, operators must adhere to a safety factor of 3 in accordance with the operator's weight limitations.
 - b. Fixed protection systems must be proven to withstand 10KN (1 ton) without displaying any visible deformation or damage. In order to fully understand appropriate fixed anchor/ protection systems an operator must also have sound knowledge of static/dynamic load and fall factors.
12. Equipment must be retired in accordance with manufacturer's guidelines and generally accepted principles

Inspection and maintenance procedures

1. Inspections and maintenance require sound knowledge of the systems and equipment and therefore must be carried out by qualified persons. As a minimum the inspector must be qualified to be an instructor. Basic inspections must be carried out before every use with complete and detailed inspections carried out on a regular basis in accordance with their operations procedures and risk assessments.
2. All equipment is subject to wear and tear and must be checked before every use. Incorrect storage, use and monitoring of rated and approved equipment is usually the cause of equipment failure.

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Operators and leaders must have sound knowledge of this and have systems in place in order to control and manage their equipment.

Safety Briefing

1. All instructors and guides should be able to give a thorough safety briefing that covers all safety aspects and detailed climbing/ abseiling and rescue instructions in detail.
2. This briefing must be clear and instructors must have the ability to give the safety briefing in English, Hindi or local language, with ability to prepare guests for the activity.

SOPs and operating instructions

All instructors and guides must have information on medical issues before the activity is conducted.

It is recommended that heart patients, those with spinal issues, recent surgery or any other medical issue of concern, expecting mothers and under age children do not undertake the activity. It is also recommended that epilepsy and asthmatic patients, avoid this activity. Asthma inhalers must be carried by guests for the activity.

For rock climbing and abseiling, the systems required at each individual venue vary. The following is the minimum requirement and standards that apply to all climbing and abseiling activities.

1. During all following applications and systems, and in line with the exception of this minimum standard, neither the instructor nor participant should ever be subject to potential fall greater than a fall factor of 1.
2. The safety chain
 - a. The Anchor – Is permanent and been fitted with the intention to be used for this particular activity. Has been tested to withstand a minimum of 10 KN (1 ton). Does not show any signs of damage or deformity.
 - b. The rope – Is a climbing rope that has been made by a reputed manufacturer and is certified as prescribed. It is the correct type of rope for this particular activity. It does not show any signs of damage or deformity i.e. excessive “fluffing”, cuts, rips or tears, thin bits, fat bits etc. Is correctly secured to the anchor.
 - c. The carabiners and slings – Equipment manufactured by a reputed company and is certified for its intended use. There are no signs of damage, deformity or wear and tear. Are correctly secured.
 - d. The knots – Are the correct knots. Have been double-checked before exposing anyone to a potential fall.
 - e. The harness – Equipment manufactured by a reputed company and is certified for its intended use. There are no signs of damage, deformity or wear and tear. Is correctly fitted.
 - f. The alert belayer – Has the belay device fitted correctly. The belayer knows how to use the device. The belayer alert, paying attention to the climber and performing the correct 5 point belaying technique (covered in the Indian Climbing Leader Award).
3. Bottom rope system
 - a. The weight of the climber and belayer should be calculated to judge if a ground anchor for the belayer is necessary.
 - b. The appropriate belay system for the venue/group should be utilized.

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- c. It is preferable that the belay device be locked off under load allowing the instructor to escape from the system – applicable to customer/group belaying and ground anchor belay systems.
- 4. Top rope system
 - a. The instructor must always be attached via an independent safety line that allows him/her to escape from the system whilst the climbing rope is under load.
 - b. The instructor must be able to lock off the belay device under load.
- 5. Group abseil (releasable abseil) system
 - a. The abseil rope, safety rope and instructor safety line must be attached to individual anchor points.
 - b. The abseil rope must be a redundant system that is releasable under load enabling it to be discarded if necessary.
 - c. The instructor must be able to lock off the safety rope whilst under load.
- 6. Participants
 - a. Age is not a factor but a participant must be of suitable size in order to be fitted safely into their harness. Chest harnesses are to be used where necessary.
 - b. Participants must be aware of the risks involved and in turn must listen and adhere to the instructions of their instructor.
 - c. Specific health concerns must be considered before participating.
- 7. The venue
 - a. All venues under the purview of this minimum standard must remain within the definition of single pitch.
 - b. Artificial structures must be designed and certified to withstand the forces involved and include a safety factor of 3 on all safety critical components.
 - c. Anchor points on both artificial and natural venues must be accessible without the need for lead climbing or leader placed protection. Failing this, they must be rigged, checked and accessed by suitably trained and experienced instructors.

Documentation

- 1. Associated equipment purchase documentation, including warranty, service & maintenance history documentation.
- 2. Documented installation/structure checks.
- 3. Logbook of instructor training and qualifications.
- 4. Emergency Action Plan
- 5. Evacuation route for each venue
- 6. Risk mitigation plan. A basic risk assessment of the venue is required before use.

All Terrain Vehicle (ATV) tours

The below is adapted from guidelines available on the websites of the European ATV Safety Institute and All-Terrain Vehicle Safety Institute (USA).

Introduction

ATVs (also known as quad bikes), when operated properly, can be exciting and safe. However, their incorrect use can lead to serious injuries. Though ATVs are very similar to cars & motorcycles, their

operation is very different. ATV operation requires a different level of instruction and training. These minimum standards have been outlined to promote safe practices among operators of ATV tours.

Guides

1. AAP must have at least one full time trained ATV guides duly qualified and knowledgeable about conducting ATV activity safely, group dynamics, rules, communication skills and repairs / punctures etc with atleast 2 years of experience in conducting such activity. They must possess valid First Aid / CPR certification. He must be familiar with (and assessed on) the operating manual(s) of the ATV(s) which they operate.
2. Remaining staff shall undergo in-house training of 2 weeks under the Tour Leader and the Tour Leader shall give In-house training completed certificate to them

Equipment, SOPs & Operating Instructions

1. ATVs should be manufactured by Honda, Kawasaki, Polaris, Suzuki, BRP or Yamaha and comply with all relevant regulation in India
2. The maximum speed that the ATV can attain under any conditions should be less than 50kmph
3. The ATV must be fitted with a speed regulator by which it should be possible to limit the maximum speed of the ATV to 25kmph
4. The ATV should be ridden only on a private track. ATVs are not allowed on public roads
5. The ATV track must be appropriately labeled as being an ATV track. During use by ATVs, other vehicles should not use the ATV track and appropriate measures must be put in place (such as entry barriers) to prevent entry of other vehicles or pedestrians on to the track.
6. All participants must wear the following protective equipment, at a minimum:
 - i. Helmet: All riders and pillion must wear either a full face or three-quarter (open face) ISI marked (or ECE or BSI approved) motorcycle helmet approved as per Indian regulations. Helmets must be properly fitted to the participant
 - ii. Face shield or goggles: If the ATV tour is in a jungle or in areas with dense foliage, a face shield or goggles should be used to prevent eye injuries.
 - iii. Gloves: Gloves should be of a quality that will help prevent your hands from getting sore, tired or cold, as well as offering protection in the event of a spill/fall.
 - iv. Footwear: The minimum protective footwear is a pair of ankle-length shoes or boots with low heels to help prevent feet from slipping off the footrests.
 - v. Clothing: It is important to protect your skin from scratches. A long sleeved jersey/ sweater, shirt or T-shirt and long trousers are requirements for rider protection.
7. Riders must always keep both hands on the handlebars and both feet on the footrests of ATV during operation.
8. Avoid paved surfaces – ATVs are designed to be operated off paved roads.
9. Avoid public roads unless the machine has been specifically manufactured for this purpose and complies with the relevant automotive licensing requirements for road use.
10. Riders or pillion riders must not be under the influence of alcohol or drugs.
11. Pillion/Passenger is not permitted unless the ATV has been specifically designed, manufactured and been approved to do so.

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12. Special arrangements for Children

- i. Children under the age of 18 require parental consent to ride ATV and adult supervision.
- ii. ATVs are NOT toys and children aged below 18 years should only ride the right ATV for their age.
- iii. Always follow the manufacturer's minimum age recommendations which will be shown on the ATV or in the Operating Manual.

Inspections & Maintenance

Before commencing each trip, activity leader must carry out an inspection of any ATV to be used by themselves or their customers, before each ride. An inspection will minimize the chance of injury or malfunction, ensure long-term usage of your ATV.

Safety Briefing

A pre ride safety briefing covering all aspects of risks and action to be taken both by conducting staff and the participants should be covered in details, some aspects are highlighted below.

1. Rules and speed limits.
2. Wearing of protective gear.
3. ATV controls, operation and pre ride checks.
4. Rider responsibilities and risk awareness.
5. Group riding procedure to include lane position, following other vehicle, head lights, signals and parking.
6. Handling dangerous surfaces and any special riding conditions.
7. Indemnity bond by participant.
8. Staying hydrated and rest stops.

Customer Training

All participants of an ATV tour must receive a basic training course before their tour commences. The basic minimum training course should cover the following:

1. To mount and sit on the ATV correctly, locate and operate the controls, and dismount.
2. To use the brakes properly to bring ATV to a smooth, safe stop.
3. To demonstrate basic turning skills by shifting weight properly to maintain balance and avoid the possibility of losing control of ATV.
4. It is very important that all participants pay attention to the instructions provided by their guides.

Documentation

Operators should maintain the following minimum documentation and produce it on demand for audit or inspection by concerned authorities:

1. ATV and associated equipment purchase documentation, including warranty, service & maintenance history documentation.
2. Owner's / Operating Manual for each ATV.

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Jeep Safari & 4x4 Driving Safaris**Introduction**

Jeep Safaris provide an opportunity for tourists to experience a thrilling ride on an off road trail, usually in places of scenic beauty.

Jeep safaris should NOT be conducted inside the forest, or in eco-sensitive zones. Please note that jeeps pollute the environment in addition to causing a lot of disturbance to local flora and fauna. Hence jeep safaris should be restricted to purpose-built, specific, identified off-roading tracks as far as possible.

Offroad jeeps require modifications to be offroad worthy, and therefore are generally not allowed on public roads.

Drivers

1. All drivers must possess a valid driving license and be compliant with RTO rules
2. Drivers must be very familiar with their vehicle, and the proper use of all gears
3. Drivers must be familiar with the track and terrain on which the ride is conducted
4. Drivers must not be under the influence of alcohol or drugs while driving the vehicle
5. It is recommended that drivers be well experienced in piloting 4x4 vehicles over offroad terrain

Equipment

1. The vehicle must not only be road worthy but "off-road" worthy. The vehicle should be in excellent running condition with all necessary documents/permits/insurance. The suspension must be adequate to tackle the terrain, and adequate protection must be given to the engine bay and exhaust system.
2. The vehicle must
 - a. be fitted with a 6-point roll cage, which will protect the occupants in case the vehicle turns over. The roll cage must comply with FMSCI regulations
 - b. provide an individual forward facing bucket seat, fitted with a seat belt, for each occupant.
 - c. be fitted with M/T tyres. Please note these tyres are not road legal, and hence these vehicles must ply only on private offroad tracks
 - d. carry a fire extinguisher
 - e. carry a fully equipped first aid kit.
3. All occupants must wear a helmet while on the ride, including the driver
4. All occupants must wear the seat belt, including the driver

Inspection & Maintenance Procedures

All vehicles must have a valid fitness certificate. The inspection must have been carried out as per the provisions of CMVR-1989

SOPs and Safety briefing

1. Guests must be given an outline of the overall course and what to expect (bumpy ride, hard knocks etc.)
2. The vehicle must be inspected by the driver prior to each ride, with specific focus on the suspension and tyre pressure

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3. While the objective is to give the guest a thrill, the overriding priority must be safety. Drivers must therefore ensure that they do not perform any maneuver that endangers the guests.
4. Ensure that the key never left in the vehicle unattended

Documentation

1. Valid driving license and additional qualifications/experience for each driver
2. Vehicle inspection report and fitness certificate

Water Based Adventure Tourism Activities

Watersports Center - general

These regulations are applicable for Watersports centers offering powerboat handling including water-scooter and Jet Ski rides, water-skiing, sailing, parasailing, kayaking and canoeing.

Guides

Personnel Qualification

1. There shall be atleast one Team leader who has completed Lifesaving Techniques (LST) Certification from National Institute of Watersports (NIWS) or a similar competent institute and shall have atleast Two years of experience in conducting such activity. The Team leader should be well trained in First Aid/CPR and highly proficient in swimming.
2. One Third of the total staff shall complete Lifesaving Techniques (LST) Certification from National Institute of Watersports (NIWS) or a similar competent institute and shall have atleast One year of experience in conducting such activity and high proficiency in swimming.
3. Remaining staff shall undergo in-house training under the Tour Leader and the Tour Leader shall give In-house training for First Aid and CPR modules of the LST course. It is desirable that personnel indirectly connected with watersport center like waiters, receptionists, sweepers etc. are good at swimming.

Powerboat Handling Certification (PBH): All powerboat/ water scooter/ Jet Ski drivers must hold PBH certification from NIWS or its equivalent certification from agencies like Royal Yachting Association (RYA).

Equipment

1. The watersports center shall have the following infrastructure:
 - a. There should be safe & ease Embarkation/disembarkation arrangement for customers
 - b. Access for customers to facilities for drinking water and toilet.
 - c. Storage space for watersports equipment to protect it from deterioration from exposure to direct sunlight.
 - d. Fuel should be stored in separate "Inflammable" store in a well ventilated area and provided with appropriate fire fighting facilities
 - e. Maintenance area for defect rectification and preventive maintenance.
2. New equipment must have certification for design as well as manufacture from a certification agency such as India Register of Shipping (IRS). Existing equipment should have a similar certification from a Marine Architect for serviceability and seaworthiness. AAP to ensure and self certify that their boats and other equipments are periodically inspected by concerned persons/department and must be documented
3. The carrying capacity of the boats must be clearly displayed so that it can be seen by the passengers as well as regulatory agencies.

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4. There should be sufficient Life jackets provided with IRS/MMD approved. Lifejackets must be either red, green, yellow or orange in colour
5. The buoyancy aids must be available in sufficient numbers to Cater for the deployment of all the watersports equipment simultaneously. They must be available in different sizes so that they will fit customers of all sizes and age groups.
6. Rescue tube, specifically developed for on-water rescue, should be carried on the rescue boat as well as on passenger boats used for rides. The existing lifebuoys should be phased out and replaced by the rescue tubes.
7. A rescue boat must be available in full readiness during the entire period of watersport operation. For activities carry out in large water bodies like rivers, lakes , reservoirs , sea this boat must be powered by OBM of minimum 10 HP. A Lookout-cum-boat driver must be standby near the boat. The boat as well as the Lookout should not be involved with any other activity while on rescue duty.

SOPs and Safety briefing

1. Area for operation of mechanized craft (water-scooter/ boat/ Jet Ski etc.) should be away from the area of manually operated crafts like paddle boating, rowing, kayaking etc. It should be clearly marked with flags & floats.
2. On the beach, swim zone should be marked with floats & there should be a small pontoon in the center as a safety point for swimmers.
3. Boats involved in leisure rides or in parasailing shall not go beyond the visual range of the rescue boat driver/ lookout.
4. Boating should be restricted to day light hours only
5. All participants must wear a lifejacket while doing the activity
6. It is essential that AAP must pay attention on weather bulletins and guidelines issued by local meteorological organizations before commencing the activities
7. Persons suffering from any serious ailments, weak heart, and pregnant ladies should not be allowed to participate in any of the activities.
8. Customers who have consumed alcohol (in any form or quantity) should not be allowed to participate any of the activities.

Boats and Watersports Rides

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity.

SOPs and Safety Briefing

1. It shall be full responsibility of the boat driver to ensure that every rider must wear buoyancy aids of appropriate size. Buoyancy aid must fit snugly and all the fasteners should be secured during the entire period of ride.
2. Boat/ water-scooter should be operated from a jetty, or a ramp where embarkation of passengers can be carried out safely.

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3. Weight of the passengers must be evenly distributed and they should remain seated throughout the boat ride.

Parasailing

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity.

Boat Driver & Observer

1. The boat driver must have a remote control power boat handling (PBH-4 (LEVEL 3)) certification and must complete parasailing course from the National Institute of Water sports or similar competent Agency and shall have atleast Two years of experience in conducting such activity.
2. Boat driver and Observer must complete Lifesaving Techniques (LST) Certification from National Institute of Water Sports (NIWS) or a similar competent institute and shall have atleast Two years of experience in conducting such activity. They must be highly proficient in swimming.
3. It is also desirable for Observer to have proficiency in handling of the boat so as to act in emergency situations. Remaining staff shall undergo in-house training under the Boat driver in First Aid and CPR modules of the LST course. It is desirable that personnel indirectly connected with watersport center like waiters, receptionists, sweepers etc. also have skill in swimming.

Equipment

1. The AAP must deploy the following equipment for parasailing operations:
Parasailing boat, parachute as required, harness, rope, wind meter, rectangular rescue tube, helmets, lifejackets, fire extinguisher and rescue-boat, Lifebuoys, rescue quoits, fire buckets with lanyards, communication equipment, medical kit, anchor with 30 mtrs. of rope and mobile phone.
2. The boat used for parasailing must have adequate power (minimum of 300 HP) with remote control, preferably with in-board engine.
3. The boat must have a winch drum, equipped with a towline of atleast 400 feet (122 mts.) while conducting parasail flight operations. However, under no circumstances must the towline exceed 500 feet (150 mts.).
4. The Boat must have a strong anchor point specifically built for attachment of parasail.
5. The boat must have Builder's certificate confirming that the boat has been built to undertake Parasailing operations before registration/permission.
6. The boat must have been built as per IRS/ equivalent approved design. It can either be an approved design already available with the manufacturer or a fresh approval obtained for making the new one.
7. The Builder must certify that the mandatory testing such as stability, buoyancy etc. has been carried out for the parasailing boat. Certificate thereof must be produced for the verification of the authorities before registration.
8. The operator must have in possession and deploy parachutes of different sizes as prescribed for operations during different wind-speed conditions -low, moderate and high. The Harness must also

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be of high quality consisting of a lower back and seat strap, leg straps and adjustable waist strap with clips.

9. The Parasail must be made of material suitable for use over water. The parasailing center must have a windsock or a hand –held wind speed meter to determine the wind velocity
10. All individuals are required to wear a helmet and specially designed Personal Floatation Device (PFD) e.g. lifejacket, life vest, in red, green, yellow or orange colour during their flight. These must be ISI Approved or UIAA certified.
11. The Winch Rope
 - a. Must fulfill the standards specified by the manufacturer both on account of load and number flights permissible.
 - b. Its length must be as stipulated by the manufacturer of the parasail harness.
 - c. The safe working load of the rope should be as specified by the manufacturer or a minimum breaking strain of 3000 kg. It must be replaced after 400 flights or four months after the first use or as specified by manufacturer, whichever is earlier
 - d. Must be at least ten (10) mm in diameter and should have a crushing limit of more than two (2) tonnes based on the manufacturer's specifications. The ropes must be maintained in perfect condition, free from any knots or kinks, with a maximum length of one hundred and twenty (120) meters and the ability to remain afloat since the beginning of the "flight" takes place in the platform

SOPs and Safety briefing

1. Only parasailing undertaken through a winch mechanism shall be permitted.
2. The height of an ascending Parasail must be restricted within a vertical height of 60 meters (200 ft.) above Water Level.
3. The simultaneous towing of parachutes, parasails, etc. and water skiers from the same vessel is strictly forbidden
4. No operator shall allow more than 2 passengers to take a ride on a single chute at a time.
5. The course or waterway followed by the motorboat operator towing a parasail must be free and clear of any hazards or objects such as marine equipment, fish farm tanks, floating devices such as platforms, diving boards, etc. and away from the path of other boats or vessels for safety purposes and the prevention of accidents. The operator shall at all times maintain a minimum operating distance from any surf Zone, shore line or fixed object of not less than 500 feet.
6. All equipment to be used for Parasailing operation must be inspected by the operator every day, before and after the operations. The operator shall ensure that all parasailing equipment is fitted, inspected, maintained, replaced and used as stipulated by the manufacturer. A logging system for the same may be maintained and shown to authorities as and when called for.
7. The inspection must be undertaken as per the manufacturers' specification for each equipment in use.
8. The operator must ensure that the boat is maintained and is in a sea-worthy condition.
9. The boat and associated equipment must be subjected to Annual Inspection by the Manufacturer/Its Agent/Appropriately experienced person for such inspection every year. A written report on the same must be submitted at the time of application for renewal of registration every year
10. The motorboat must be manned by a minimum of two (2) individuals, the driver and the observer

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11. The winch must be tested through its full range of operations and a written record of the same maintained.
12. The Operator must evaluate and determine if weather conditions are favorable for parasailing before every parasail launch. The person shall use all means available to make such a determination.
13. Before launch of operations and while parasailing is in progress, the operator/boat driver shall diligently observe: wind-speed, wind direction, condition of the sea (swell/turbulence), rain, fog and visibility.
14. No operator shall knowingly parasail in rain, heavy fog or during a known lighting storm within 50 km from the parasailing area, in addition a daily weather log shall be maintained.
15. A wind meter must be kept on-board throughout operations to measure the wind-speed and direction.
16. The parasailing operations must be stopped whenever the wind speed exceeds 18 km/ hour (10 kn./hour) at sea level
17. If the weather conditions are not within the stipulated safety limits and/or the sea-swell is assessed as unsafe for operations and/or as and when the warnings are issued by the concerned agencies, no activity should be carried out.
18. All parasail participants shall be required to view a Parasail safety briefing video & /or read and understand a written parasailing safety briefing hand-out which shall include:
 - a. Description of the activity itself.
 - b. Safety precautions while underway and in-flight
 - c. Safety and lifesaving equipment positioning on the boat.
 - d. Warnings and or Authorized Agency Procedures for unexpected events, such as water landings, equipment malfunctions, and towline separation.
 - e. Procedure in the event of an emergency onboard the vessel.
 - f. Proper use of signals.
19. If a parasailing rider makes a request for dipping, the boat driver may consider in doing so only when:
 - a. The boat driver is confident of maintaining the stability of the boat and able to carry out dipping safely and without causing any injury to the Para-sailor
 - b. There are no hindrances like anchored or plying boats in the area of operation/jetty/fixed structures/power-line and the like.
 - c. The Para-sailor does not come within 50 meters of the boat-stern.
20. A rescue boat must be available in full readiness during the entire period of watersport operation. For activities carry out in rivers, lakes and large water bodies, this boat must be powered by OBM of minimum 40 HP. A Lookout-cum-boat driver must be standby near the boat. The boat as well as the Lookout should not be involved with any other activity while on rescue duty.

Documentation

1. IRS/Port/equivalent approval for boat
2. Boat Builder's certificate confirming that the boat has been built to undertake Parasailing operations
3. Boat builder's certificate that mandatory testing such as stability, buoyancy etc. has been carried out for the parasailing boat
4. Annual inspection report and Pass certificate for boat

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5. Equipment usage log
6. Winch Test Log
7. Daily weather log
8. Copy of SOP.
9. Current list of emergency contact numbers.
10. Emergency Action Plan for the particular trek.

Waterskiing and Powerboat Fun Rides

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity.

Boat driver

1. The Operator/boat driver must complete Waterskiing course from the National Institute of Water Sports or similar competent Agency and shall have at least Two years of experience in conducting such activity. He must complete Lifesaving Techniques (LST) Certification and must be highly proficient in swimming.
2. Remaining staff shall undergo in-house training under the Boat driver in First Aid and CPR modules of the LST course. It is desirable that personnel indirectly connected with watersport center like waiters, receptionists, sweepers etc. also have skill in swimming

Equipment

1. The powerboat used for skiing must have adequate power (minimum 40HP) with remote control.
2. The participant/skier must wear specially designed buoyancy aid for water skiing and should have additional padding on the chest and collar.

Jet Ski/Personal Watercraft

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity.

Guides

3. The Operator must complete Jet Ski / PWC Operation course from the National Institute of Water Sports or similar competent Agency and shall have at least Two years of experience in conducting such activity. He must complete Lifesaving Techniques (LST) Certification and must be highly proficient in swimming.
4. Remaining staff shall undergo in-house training under the Boat driver in First Aid and CPR modules of the LST course. It is desirable that personnel indirectly connected with watersport center like waiters, receptionists, sweepers etc. also have skill in swimming.

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SOPs

1. Jet Ski should be operated in a well defined area beyond normal swimming and watersports area. It is very important keep in mind that even the wake generated by a Jet Ski would pose danger to kayaks and paddle boats.
2. Riding too close to other boats, jumping wake of boat or waves and approaching the jetty at high speed is forbidden. During emergency turning, the driver would lose control of Jet Ski if the throttle is released abruptly. Therefore, power should be reduced after turning action is complete
3. Jet Ski should be used at a Watersport centre and designated place. If the rides are manned by a qualified driver provided by the AAP then he/she has to ensure that the passengers wear snugly fitting buoyancy aids throughout the ride.
4. The AAP can allow customers to drive the jet ski independently only after an experienced instructor, holding jet ski certification from NIWS, has conducted a short familiarization lesson as per "jet ski" familiarization check list issued by NIWS. Successful completion of familiarization should be recorded on the indemnity bond.
5. Children below 16 years of age should not be allowed to drive the Jet Ski.

Windsurfing and Dinghy Sailing

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity

Guides

The Operator must complete Windsurfing / Dinghy Sailing course from the National Institute of Water Sports or similar competent Agency and shall have at least Two years of experience in conducting such activity. He must complete Lifesaving Techniques (LST) Certification and must be highly proficient in swimming.

Equipment

1. The windsurfing/ sailing In-charge must inspect the equipment, accessories and fitting before commencement of the season (and thereafter every month) and certify its serviceability in the log book.
2. The equipment must be manufactured under IRS certification or imported from a reputed manufacturer.

SOPs

1. There should be a rescue boat with a driver stand-by for the entire duration of sailing.
2. The AAP must provide adequate training to customers and ensure that the customer performing the activity is good at swimming.
3. The buoyancy aids must be available in sufficient numbers in case of exigency
4. The area of operation should be clearly defined and be within the visual range of the rescue guide

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Kayaking and Canoeing

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity

Guides

The Operator should be an Instructor recognized by the Indian Kayaking & Canoeing Association or must complete Kayaking course from the National Institute of Water Sports or similar competent Agency and shall have at least Two years of experience in conducting such activity. He must complete Lifesaving Techniques (LST) Certification and must be highly proficient in swimming.

Equipment

1. The kayaks and canoes must be manufactured under IRS certification for design & manufacture
2. The existing Kayaks should be certified by a marine architect for strength, buoyancy and ease of entry and exit from cockpit
3. The buoyancy aids must be available in sufficient numbers and different sizes.
4. AAP to ensure that all participants must wear lifejacket while doing the activity

SOPs

1. The AAP must provide adequate training to customers on paddling, turning, reversing and safety procedures before handing over the kayaks for independent operation.
2. There should be a rescue kayak or boat with guide on stand-by throughout the duration for which the kayaks/ canoes are in water.
3. The area of operation should be clearly defined and be within the visual range of the rescue guide.

Scuba diving

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity

Guides

1. The dive center should employ at least one "Dive Instructor" certified by PADI, CMAS, NAUI, BSAC or SSI.
2. The dive boat driver must hold PBH and LST certifications from NIWS (or its equivalent) and shall have at least Two years of experience in operating boats
3. The dive boat must also carry a person who holds a valid life saving techniques (LST) certificate from NIWS or with valid "Medic First Aid" certification

Equipment

1. The dive center must own an air compressor. The Center must also obtain a certificate from an authorized Agency stating the quality of output of air compressors every 6 months.

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2. Air purifying filters in the compressor are to be changed as per guidelines of compressor manufacturer and the same must be entered in compressor log book along with number of cylinders filled accordingly.
3. The dive center should have a minimum of 06 diving sets that include tank, regulator with pressure gauge, depth meter and dive watch or deco-computer, mask, snorkel, fins, buoyancy compensating jacket, quick release weight belt and alternate air source.
4. Each diver must carry atleast one torch each on night dives (dives after 6pm)
5. The Dive Center must possess a certificate of pressure testing for all relevant equipment from an authorized testing Agency, which is valid for 3 years. It should be renewed on 3-year intervals or as per rules of the Government of India regarding operating high pressure cylinders. The details of inspection are to be entered in a maintenance book along with cylinder number.
6. Tanks are not allowed to be used after 12 years of the date of manufacturing.
7. The dive boat must carry the following items at minimum:
 - a. Required number of dive flags
 - b. Oars
 - c. Flares
 - d. First aid kit
 - e. Walkie-talkie
 - f. Medical oxygen set

White Water Rafting and Kayaking

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity

Guides

1. Each guide must complete atleast two familiarization runs under supervision before the commencement of the season and before undertaking commercial runs

Equipment

1. All trips must carry a well-equipped First Aid kit (containing triangular bandages, sterile pads, gauge roller bandages, pressure bandages, First Aid adhesive tape, splints, scissors) and repair kit (containing half meter of repair material, glue and accelerator, sand paper and waterproof repair tape).
2. Oar rafts must carry at least one spare oar.
3. All rafts must have a safety line going all around the raft. Besides, a bow-line and a stern line are also preferred
4. Each raft must have a throw bag and a bailing bucket
5. A flip line is recommended for all big drops.
6. Appropriate shoes/sandals/booties are a must for rafting

SOPs

1. There shall be at least two crafts on the water during operation. Of these, both can be rafts/ kayaks or a combination of one raft and a safety kayak. For kayaks, a minimum of two should be in water

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2. All rafters/kayakers including guides must strictly wear a life jacket at all times while in the water. The life jackets must have adequate buoyancy (minimum of 6.14 kg. but preferably 9 to 10 Kg.), and must meet the specification of US coast guard type III or V Inflatable
3. "Keyhole" type jackets are not allowed for white water rafting and kayaking
4. Guides must ensure that the life jackets are worn „snugly" before the trip starts.
5. Helmets are mandatory for everyone on the raft
6. Non-swimmers are prohibited on rapids above Grade III
7. Guides/ Expedition leader must ensure that a thorough safety briefing, covering all pertinent details for a particular trip, especially safety and rescue procedures, is given before each trip.
8. The trip leader must ensure that guests are in suitable attire (bulky cloths, sarees, turbans, neck ties, long skirts and three piece suits are not allowed).
9. People suffering from any serious ailments, weak heart conditions, epilepsy and expectant mothers should not be allowed on raft.
10. Non-swimmers should not be allowed to body-surf.
11. The trip must be timed in such a manner as to finish at least an hour before sunset.
12. Customers who have consumed alcohol (in any form or quantity) or illicit drugs upto six hours prior to the expedition must not be allowed to get on the raft or kayak
13. It is mandatory for the AAP to maintain a log book containing the details of each trip viz. number of boards/ passengers, river map, river geography, including gradient, rapids and its height/elevation, water level, velocity- gadgets on board, accident or untoward incidents or injuries etc. The log books must be signed by the senior guide/ Expedition leader after every expedition.

Bamboo Rafting

The regulations in this section are in addition to the regulations specified under "Watersports Center – General". Omission of a section means that no additional norms are prescribed for this specific activity

Equipment

1. Rafts must be wide and long enough to seat all participants comfortably, while allowing a minimum of 5' from the front of the raft. This space is necessary to pole the raft safely.
2. The raft should be buoyant enough to carry atleast twice the number of actual passengers on board i.e. a safety factor of 2 should be followed.
3. Gaps between bamboo poles must be narrow enough to prevent slippage of participant's feet through the gap.
4. Poles used for poling the bamboo raft must be inspected everyday for cracks, splits and breakage.
5. Each raft should carry a paddle for emergencies

SOPs

1. Before entering the water, Guides/ Escorts must be check and verify the stability of the Bamboo Raft, Poles and all knots for flotation, stability and safety. Some rivers and lakes may have upward growing short tree trunks, which may harm the bamboo raft and sometimes the knots between bamboo poles may get damaged.
2. Always cross check any damage or loosening of coir fibre and ropes.

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3. Coir fibre must be changed after 100 rides or 3 months whichever is earlier. Plastic or nylon rope must be changed after 500 rides or 1 year, whichever is earlier
4. All participants must wear a lifejacket while doing the activity

Air Based Adventure Tourism Activities

Paragliding and Hang gliding

Paragliding and hang gliding come under free flying, along with Gliding. Unlike gliders, both are very light and can be launched on foot, creating a separate category of foot launch able gliders. Hang gliding started in the late 1960s while paragliding evolved in the early 80's.

Paraglider: is a glider that achieves its aerofoil structure without any solid reinforcement; from RAM air pressure between two layers of fabric.

Hang Glider: is a delta wing that has a fabric aerofoil with an aluminium frame and inserts.

Guides

1. Tandem Pilots
 - a. Minimum 18 years old
 - b. Tandem Pilots must have minimum P3 level training as a solo pilot.
 - c. Should have achieved at least 200 hours of solo flying
 - d. Should have done at least one 25 km xc flight.
 - e. A conversion course to tandem pilot must be undertaken where available.
 - f. Pilot should be duly certified by Tandem rating clinic with the PAI affiliated schools and obtain the PAI's PPPI (Paragliding Pilot Proficiency Indicator) card
 - g. Written recommendation from the Tandem Instructor confirming excellent piloting and communication skills, safe attitude and good airmanship
2. Instructor
 - a. P5 solo rating on FAI safe pro levels.
 - b. Worked as trainee instructor with a reputed instructor for 2 years.
 - c. Taken instructor certification from a paragliding training institute affiliated to Association of Paragliding Pilot & Instructor (APPI)

Equipment

1. EN /SHV/DHV/AFNOR certified wing and reserve parachute.
2. Certified harness and helmet.

SOPs

1. Operations to be undertaken at sites judged to be safe for paragliding/hang gliding operations.
2. All commercially used equipment must be inspected for fabric porosity and line length annually.
3. Passenger should be clearly briefed on basics of flight and risks involved.
4. Staff introductions and their training.
5. Passenger should sign liability release waivers.
6. Passenger/pilot should wear appropriate clothing that is safe and comfortable for the task and weather.
7. No acrobatic maneuvers to be performed with passengers under any circumstances.

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8. No overloading or under loading of equipment.
9. Should fly conforming to VFR and in VMC. Cloud (Cumulo Nimbus Clouds) flying or night flying is strictly prohibited.
10. Any incident to be fully documented and reported.
11. Pilots should be First Aid/CPR certified.
12. Emergency response time (ambulance) and distance to hospital should be clearly conveyed to the passenger and emergency numbers available at location.
13. A detailed Emergency Action Plan should be in position and training for the same provided to staff periodically
14. It is recommended that heart patients, those with spinal issues, recent surgery or any other medical issue of concern, expecting mothers and under age children do not undertake the activity. It is also recommended to check for epilepsy and asthmatic patients, on the extent of their ailment. Asthma inhalers must be carried by clients and preferably handed over to the guide.

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Department of Tourism, Government of Kerala

Park View, Thiruvananthapuram- 695033

**KERALA TOURISM
ADVENTURE & ACTIVITY BASED TOURISM
SAFETY & SECURITY REGULATIONS**

Part II: Procedural Guidelines

Receipt No : 3724279/2019/TSM (OS)

Adventure & Activity Service – Procedural Guidelines**Registration Procedure**

All prospective **Adventure Activity Providers (AAP)** must follow the below procedure for getting a registration from Department of Tourism , Government of Kerala for conducting Adventure related tourism activities in Kerala.

Before applying online, the applicant has to get the permission by themselves from relevant authorities to conduct the adventure activities. For example the permission from Port authorities for boating in their the territories, DGCA license for aero related activities , Forest department permission for conducting activities related to forest , etc. Ensure digital copies of all necessary documents are available before applying

Submission of Online Application Form

All applicants must fill the online application on the KATPS website. [click on this link](#) to fill up and submit your online application form on the Kerala Adventure Tourism Promotion society (KATPS) portal.

Step 1:

- 1 A. Fill in **Application Form** (Annexure 1) giving personal information like name of applicant, status of the organization, address, telephone numbers, mobile number, email address, GST Registration etc.
- 1 B. Fill the **Activity Form** (Annexure 2) giving information on the proposed adventure activities

Step 2:

Applicant will get a screen for 'upload documents'.

2 A. **Self Certification** (Annexure 3) to be made by the applicant in Stamp paper certifying that all the Safety measures as prescribed in the "**Common Guidelines for all Adventure Tourism Activities**" adopted by the Dept of Tourism are followed. The applicant can download the **Self Certification** published in the KATPS website

2 B. Digital copies of the relevant documents can be uploaded at this stage. Only the list of documents necessary for the activities selected will be displayed in this page (Annexure 4). Those digital copies can be uploaded here. The documents to be uploaded have two sections. One is "Common set of documents" applicable for all activities and second is "Activity specified documents"

A pop up will appear on the top of each documents detailing it.

Step 3:

After filling the Step 1 & 2, applicant will be prompted to pay an Application fee through electronic funds transfer via a designated bank such as SBI, etc. payment can be made through Debit/ credit card

Once payment has been made, click on "submit". This will display a confirmation that the application has been submitted successfully for processing, along with a "Reference Number" for further follow up

The applicant will get the option to print the complete application form for their reference

Steps to be followed by KATPS

Once an application for registration has been submitted successfully, it will be listed on the internal KATPS portal, along with a prompt for action. After primary verification by KATPS, the online application will then be sent to the relevant "Expert committee" formed at state level by the Department of Tourism.

After evaluation, the Expert committee will submit an online report to the Director, Dept of Tourism for registering the firm / activity. The Director can approve or deny or ask for further evaluation of the application based on the report of the Expert Committee.

Validity of Registration

The registration is valid for 2 years. On expiry of the registration period, the Adventure Activity Provider has to renew the registration for next two years.

Expert Committee

The Expert Committee refers to the Committee approved by the Director, Department of Tourism formed at state level for evaluating adventure activities proposed by the applicants.

The structure of the expert committee as follows:

1	Chairman	Deputy Director , District Office; Department of Tourism
2	Convener	Chief Executive Officer , Kerala Adventure Tourism Promotion Society (KATPS)
3	Member	Secretary, District Tourism Promotion Council (DTPC)
4	Member	Technical Expert
5	Member	One Nominee of ATOAI
6	Member	Representative of Kerala Travel Mart Society

Technical Expert: KATPS will prepare a list of persons qualified as "Technical Experts" for the Evaluation purpose. For each inspection, Director – Department of Tourism can either nominate a person as Technical Expert from the empanelled list or nominate outside the empanelled list if required.

The Expert Committee shall visit the proposed site and assess that the details mentioned in the Application Form, Activities selected and the documents uploaded are correct. The Expert Committee ensures that the safety measures are strictly followed as prescribed in the "Adventure & Activity Based Tourism Safety & Security Guidelines ". The Expert committee will evaluate the safety and security of Adventure activities using the "Check List Form" (Annexure 5) and Supplement Check List Form (Annexure 6) if applicable

The Expert committee will ensure that the site inspection report preparation and submission is completed within 30 days from the date of receiving the documents. The Expert committee will submit an online report to the Director, Dept of Tourism for registering the firm or denial.

Director, Department of Tourism reserves the right to deny the registration of the applicant if the AAP does not comply with the safety measures as specified in the "Adventure Activity Guidelines" published by Department of Tourism. In such case the application fee paid for registration will not be refunded

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Appellate Authority

Applicants not satisfied with the response of the KATPS, may write to the Appellate Authority. The Appellate Authority will be The Director, Dept of Tourism, Government of Kerala

The applicant may approach the Appellate Authority in the following situations:

- In case of No response : Information not received within 40 days of the date of filing of the application
- In case of denial

Grievance Redressal Procedure

The below is the procedure for any grievance redressal:

Applicant first writes to Chief Executive Officer , KATPS and KATPS assigns a Reference Number to the applicant when he registers his/her Grievance

If the applicant is not satisfied with the response of KATPS , he may appeal with Appellate Authority quoting the Reference Number

Penalty and Procedures**Random Inspection**

The Chief Executive Officer of KATPS or a person designated by the Director – Department of Tourism reserves the right to inspect the safety aspects of the adventure activity being conducted and the equipments used at any time without prior notice.

1. Grounds for penalty:

Any Adventure Activity Provider

- Who causes harm/injury/death to a tourist/general public/third party on account of their actions/ irresponsible behavior/negligence or the activities being operated in unfit condition etc.
- Not complying with the norms of operation or violating prescribed safety standard
- With adverse report on police verification of the Operator and staff employed by him

2. Penalty

The errant Operator shall be, based on gravity of deviation shall be suspended for a period of one week for a first violation or willful default of Adventure Activity Based Tourism Guidelines. If prima facie, there is subsequent violation or willful default of Adventure Activity Based Tourism Guidelines his Registration may be suspended for such period as deemed fit by the Chief Executive Officer, KATPS.

15. Appeal:

First appeal: Any person / organization aggrieved by an order made by the Chief Executive Officer of KATPS under penalty, within fifteen days from the date on which the order was communicated to him, prefer a first appeal to the Director – Department of Tourism (Appellate Authority)

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Second appeal: If person / organization is not satisfied with the response of Appellate authority, then they can appeal to The Secretary - Department of Tourism as a second appeal. The second appeal must be made within 30 days from receipt of order from Appellate authority.



Fee for Registering the Adventure Activities: Rs.5, 000/- per application.

- The Registration fee must be paid upon submitting the online application
- The Registration fee is Non refundable in case if the application has been rejected due to Non fulfillment of the minimum requirements prescribed in the guidelines for registration
- Registration fee is exclusive of the fee for the prior inspection & approval by Chartered Engineers for the physical structures which has been erected for adventure activities as detailed in the guidelines

Annexure 1

Application Form for Registration

- | | |
|---------------------|--|
| Company | |
| Society | |
| Proprietorship | |
| Partnership | |
| Others
(specify) | |

- i)
- ii)
- iii)

[illegible]

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Annexure 2

Activity Form for Registration

Land Based Activities

Sl No	Name of activities conducted	Code	
1	Trekking	L 1	<input type="checkbox"/>
2	Hiking	L 2	<input type="checkbox"/>
3	Mountaineering	L 3	<input type="checkbox"/>
4	Nature Walks	L 4	<input type="checkbox"/>
5	Bird watching	L 5	<input type="checkbox"/>
6	Cycling	L 6	<input type="checkbox"/>
7	Zip Line	L 7	<input type="checkbox"/>
8	High Rope Courses	L 8	<input type="checkbox"/>
9	Rock Climbing	L 9	<input type="checkbox"/>
10	Artificial Wall Climbing	L 10	<input type="checkbox"/>
11	Abseiling	L 11	<input type="checkbox"/>
12	Jeep Safari	L 12	<input type="checkbox"/>
13	4x4 Driving Safaris	L 13	<input type="checkbox"/>

Water Based Activities

Sl No	List of activities proposed		
1	Boats and Watersports Rides	W 1	<input type="checkbox"/>
2	Parasailing	W 2	<input type="checkbox"/>
3	Waterskiing	W 3	<input type="checkbox"/>
4	Powerboat Fun Rides	W 4	<input type="checkbox"/>
5	Jet Ski	W 5	<input type="checkbox"/>
6	Windsurfing	W 6	<input type="checkbox"/>
7	Dinghy Sailing	W 7	<input type="checkbox"/>
8	Kayaking & Canoeing	W 8	<input type="checkbox"/>
9	Scuba Diving	W 9	<input type="checkbox"/>
10	White Water Rafting & kayaking	W 10	<input type="checkbox"/>
11	Bamboo rafting	W 11	<input type="checkbox"/>

Air Based Activities

Sl No	List of activities proposed		
1	Paragliding & Hang gliding	A 1	<input type="checkbox"/>

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Self Certification

Annexure 3

- I/we have a registered office in India, valid GST registration, PAN number and a bank account. The firm is registered as Company / Society / Proprietorship / Partnership / others
- I/we have instructors / employees with technical qualification and experience in conducting adventure activities as specified in the "Adventure Activity Guidelines" published by Department of Tourism
- I/we possess specialized equipment commensurate with needs of undertaking and running the respective adventure activities and equipments have standardization as specified in the "Adventure Activity Guidelines" published by Department of Tourism
- I/we operate the adventure activities with the required permits/licenses as prescribed by concerned departments under Government of Kerala and/or the Government of India, if any.
- I/we follow a strict 'leave no trace' waste management policy and conform to high sustainability standards.
- I/we display the fee for each activity prominently at the place of activity
- I/we have valid public and other liability insurance coverage.
- I/we have Standard Operating Procedures (SOP) for each adventure activities. The same will be briefed to all participants prior to the commencement of each activity and the dos and don'ts of each activity must be displayed prominently at the place of the activity.
- I/we maintain the list of documents on site specified in the "Adventure Activity Guidelines" published by Department of Tourism and must be able to produce it on demand or inspection by concerned authorities:
- I/we assure that highest safety measures will be followed for conducting all adventure activities
- I/we ensure that the adventure activities are being carried out in an area of reasonable operating safety. Each equipment shall be fit for respective activities.
- I/we nominate an Activity leader for the conduct of each activity for each guest or group and he/she is trained in First Aid/CPR.
- I/we ensure that all participants must be given a safety briefing before each activity. This should cover operation of equipment, if any, all aspects of risks and action to be taken both by conducting staff and the participants in detail.
- One third of our staff possess Medical Fitness Certificate and trained in First Aid and CPR
- I/we have a list of the nearest hospitals and medical facilities with their contact details

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- I/we have prepared a detailed Emergency Action Plan (EAP) with Evacuation routes and emergency procedures and regular training has been imparted to the staff for the same
- I/we have conducted Risk Assessment of all adventure activities before introducing it and maintain documentation of the Risk Assessment and shall produce it on demand by authorities
- I/we own and carry first aid kit with enough (unexpired) supplies for all participants. The kit shall contain , at the minimum the set of medicines listed in the Adventure Activity Guidelines" published by Department of Tourism in addition to specific medicines suiting to the nature of the activity.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

I hereby agree to indemnify and do not hold the Department of Tourism, Government of Kerala from and against any and all claims, demands, or causes of action of any kind or nature resulting from or in connection with the adventure activities being organized and conducted by our employees / firm.

Dated this ----- day of -----, 20----

Name of person/s: -----

Designation: -----

Signature: -----

Name of the company:-----

Address: -----

Company seal/stamp:

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Annexure 4

List of documents to be uploaded for registration

Common List of documents for all activities

Self Certification in stamp paper
No Objection Certificate
Registration copy
GST Registration
Ownership/lease deed of the site
Qualification of the personnel
Experience Certificate
Medical Fitness Certificate
First-aid & CPR training certificate
LST training certificate

Activity based documents

Activity Name	Code
Zip wires (Zip Lines) Engineer Certification	L7
High Ropes courses Engineer Certification	L8
Artificial wall climbing Engineer Certification	L10
Jeep Safari Registration copy of vehicle Fitness Certificate of vehicle/s	L13
Boats & Water Sports Ride PBH Certification Certificate for Vessels Certification of Seaworthiness	W1
Parasailing PBH Certification Certificate for Vessels Certification of Seaworthiness	W2
Waterskiing PBH Certification Certificate for Vessels Certification of Seaworthiness	W3
Power Boat Fun Ride PBH Certification Certificate for Vessels Certification of Seaworthiness	W4
Scuba diving PADI/CMAS/NAUI/BSAC certificate PBH Certification	W9
Paragliding & Hang Gliding PPPI card	A1

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Pop ups detailing documents to be uploaded.

Self Certification	Applicant can print out the "Self Certification" in a stamp paper worth Rs.200 and self certify it. Self Certification can be downloaded from KATPS website
No Objection Certificate	i)NOC from Local Self Government Department ii) NOC from relevant department/s (if applicable)
Registration copy	Registration copy of the organization - Company / Society / Proprietorship / Partnership/ others
GST Resgstration	GST Registration copy of the organization
Ownership/ Lease of the site	If activity conducts in own land - latest land tax receipt If activity conducts in Lease/rented site - copy of lease/rent agreement If activity conducts in a public place - NOC from concerned person/department <i>This is not applicable for Cycling, Jeep Safari if conducted in public roads/ area.</i>
Qualification of personnel	Proof certifying the qualification of employees
Experience Certificate	Certificate showing the experience of the employees
Medical Fitness Certificate	One third of the employees must possess Medical certificate by a qualified medical practitioner holding at least M.B.B.S. Degree and registered
First-aid & CPR training certificate	For Land Based Activities - Certificate showing proof of attending First Aid & CPR training of the employees
LST training certificate	For Water Based Activities - Certificate showing proof of attending Life Saving Techniques training
Engineer Certification	Applicable to physical structure of Zip Line , High Rope Activities and Artificial Wall Climbing The structures must be inspected by KATPS empanelled engineers and certify to use prior to the expert committee inspection
PBH Certification	Power Boat Handling certificate from a competent institute
PPPI card	Paragliding Piolets Proficiency Indication card to be uploaded

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Annexure 5

Check List for verification of Expert Committee

Sl No	Items	Yes	No	NA
1	Copy of documents uploaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Risk Assessment document prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Insurance coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Documents as per guidelines retained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	List of nearest hospital or enroute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Qualified Team Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Qualified staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Equipments for activities are standardized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	First aid kit with necessary items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Emergency Action Plan prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Waste management system in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Safety Instructions displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Copy of SOP retained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Access to washroom/ toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Activity fee displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Valid registration for vehicle obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific for Water Activities

1	Team leader trained in Life Saving Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Safe embarkation/disembarkation facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Sufficient Buoyancy aids available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Rescue boat available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Boats are certified by competent agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Annexure 6

Supplement check list for verification of Expert Committee - Zip Line & High Rope Courses

Sl No	Items	Observation	Observation	Remark
1	Certificate from Engineer			
2	Site is safe for conducting activity			
3	Galvanized /stainless steel wire used			
4	Zip wire/course wire has minimum diameter of 12 mm			
5	Terminators closure angel equal to or less than 60 degree			
6	Personal Protective Equipment (PPE) are proper and safe			
7	Proper Breaking system is maintained			
8	PPE conform to UIAA / EN-CE standard			