Duty manager start of shift checklist (v)

AL1128-V | AUG 2023

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| 1. Is the licence displayed near the main entrance? Have you read it? |  |
| 2. Is the duty manager’s name prominently displayed and can it be easily read? |  |
| 3. Is the named duty manager authorised? (i.e. they are the holder of a Manager’s Certificate, or are correctly appointed as an acting or temporary manager) |  |
| 4. Do you have a reasonable range of non-alcoholic and low alcohol beverages available? |  |
| 5. Is prohibited person signage that relates to minors and intoxicated persons clearly displayed? Free signage is available from *resources.alcohol.org.nz* |  |
| 6. Are prohibited persons signs displayed? (‘Won’t serve intoxicated persons’ and ‘No minors’) |  |
| 7. Have you reviewed any recent incidents in the incident log? |  |

*This checklist may be laminated and kept behind the counter for easy access.*

Are you complying with the Act and meeting the conditions of your licence? Would you pass a compliance inspection? Are you aware of the fines for these offences (amongst others)?

* Allowing any intoxicated person to be or remain on licensed premises – A fine of up to $5,000.
* Sale or supply of alcohol to minors and sale or supply of alcohol to an intoxicated person – A fine not exceeding $10,000 for each offence.
* Unauthorised sale or supply – A fine not exceeding $20,000. Note:
* Staff, duty managers and the licensee can be held liable for various offences under the Act.
* Penalties can include suspension or cancellation of the licence and Manager’s Certificate.