

# Duty manager start of shift checklist (v)

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 <a href="https://resources.alcohol.org.nz">resources.alcohol.org.nz</a>	
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.