

Waiver Completion Checklist

- STEP 1:** Insert name and address of provider on pages 1 and 3 where indicated.
- Where applicable, ensure that the correct company/business name is used to identify provider.
- STEP 2:** Insert full name and address of participant. Use a separate form for each participant.
- STEP 3:** Insert description of activities to be undertaken. If more than one activity, insert all activities.
- Example: Kayaking, horse riding, trail riding, bungee jumping.
- STEP 4:** Have participant sign and date form on page 4. Parent or guardian must sign for participants aged under 18.
- STEP 5:** Collect payment after form is signed by each participant.
- STEP 6:** Check that all participants have signed a form before commencing an activity.
- STEP 7:** Retain original signed forms in a secure location.
- NOTES:**
1. Providers should allow participants the opportunity to read the form.
 2. Providers must give necessary safety briefings and instructions to participants and provide suitable safety and other equipment where required.