



Green Star Hotel Template No. 8

In-house Staff Training Control



It has to be documented (and signed by the EM and GM) that the hotel staff is trained quarterly. Please use this template.

The table below is a sample; it has to be adjusted for your hotel (according to specific training units).

Quarterly in-house staff training of SEA STAR BEAURIVAGE

Quarterly instructions and training on

1. Environmental policy
2. Energy-saving measures
3. Water-saving measures
4. Waste reduction
5. Efficient use of cleaning detergents, insecticides, pesticides
6. Use of regional / local products
7. Guest Information
8. Human rights
9. Risk & Crisis management
10. Food Allergies and response

of the employees of the different departments by department heads.

Please note: A list of trained employees (attendances) has to be attached.

Year:2026 _____

	QUARTERLY CONDUCTION	DEP. CODE	DATE	TYPE OF INSTRUCTION	RESPONSIBLE / DEP./ SIGNATURE
1	JANUARY	FD / F&B / H&L / M&E / G	15 JAN 2026	Environmental & sustainability training	Environmental Manager
2	FEBRUARY	FD / F&B / H&L / M&E / G	15 FEB 2026	Resource saving & waste reduction training	Department heads
3	MARCH	FD / F&B / H&L / M&E / G	15 MAR 2026	Risk, crisis & human rights training	Department heads
4	APRIL	FD / F&B / H&L / M&E / G	15 APR 2026	Food allergies & guest information training	Department heads & Environmental Manager
5	MAY	FD / F&B / H&L / M&E / G	15 MAY 2026	Water Conservation & Efficient Water Use	Department heads & Environmental Manager
6	JUNE	FD / F&B / H&L / M&E / G	15 JUNE 2026	Energy Saving & Electricity Efficiency	Department heads
7	JULY	FD / F&B / H&L / M&E / G	15 JULY 2026	Marine Environment Protection	Environmental Manager
8	AUGAST	FD / F&B / H&L / M&E / G	15 AUG 2026	Coral Reefs Protection Awareness	Environmental Manager
9	SEPTAMBER	FD / F&B / H&L / M&E / G	15 SEP 2026	Chemical Management & Safe Chemical Use	Department heads & Environmental Manager
10	OCTOBER	FD / F&B / H&L /	15 OCT 2026	Pest Control Awareness & Safe	Environmental Manager

		M&E / G		Practices	
11	NOVAMBER	FD / F&B / H&L / M&E / G	15 NOV 2026	Sustainable Purchasing & Local Products	Environmental Manager
12	DECEMBER	FD / F&B / H&L / M&E / G	15 DEC 2026	Wildlife Awareness	Environmental Manager

Department codes:

FD Front Desk / Public Relations
 F&B Food and Beverage
 H&L Housekeeping and Laundry
 M&E Maintenance and Engineering
 G Gardening / Landscaping

Signed: m/ nanazy mekawy

Date: 15/1/2026

General Manager

<name>

Signed: D / nesreen rashed

Date: 15/1/2026

Environmental Manager

<name>



Green Star®
Hotel

GREEN STAR HOTEL Certification Programme

Certificate

Name: Ahmed Sherif

Hotel: Sea Star Beau Rivage

Successfully participated in the

**Green Star Hotel
Workshop for Hotels**

Online

Place

14&15 Feb 2026

Date

Eng. Ahmed Khaled
Program Manager
Green Star Hotel Programme

Eng. Basant Mohamed
GSHP Technical Officer
Green Star Hotel Programme



Green Star®
Hotel

GREEN STAR HOTEL Certification Programme

Certificate

Name: Nesreen Mahmoud

Hotel: Sea Star Beau Rivage

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Program Manager
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