

BUSINESS CHECKLIST

		Notes - Comments
Who is liable for the debts of the business?	☐	
Business Structure Appropriately Chosen	☐	
Sole proprietorships	☐	
Partnership	☐	
Proprietary Limited Company	☐	
Insurance	☐	
Income protection	☐	
Professional indemnity (\$2 -\$5 million	☐	
Public liability (\$10-\$20 million)	☐	
Worker's compensation	☐	
Business risk insurance	☐	
State Codes of Practice Met/Other Legislation	☐	
Fitness Industry	☐	
Workcover	☐	
Occupational Health & Safety	☐	
Others: _____	☐	
Intellectual Property Rights (www.ipaustralia.gov.au)	☐	
Business Name Registration (www.asic.gov.au)	☐	
Copyright	☐	
Trademark	☐	
Domain Names (www.melbourneit.com.au)	☐	

STREET ADDRESS:
47 Hume Street,
Crows Nest, NSW 2065
Australia

POSTAL ADDRESS:
PO Box 577,
Crows Nest, NSW 1585
Australia

PHONE: 02 8412 7400
FAX: 02 8088 3842
E-MAIL: info@fitnessnetwork.com.au
WEB: www.fitnessnetwork.com.au

PERSONNEL CHECKLIST

		Notes - Comments
Standards/governing body to perform these services?	☐	
Massage	☐	
Pilates	☐	
Yoga	☐	
Martial Arts	☐	
Supplement recommendations	☐	
Other: _____	☐	
Do I/you have the appropriate, current qualifications and certifications to perform these services?	☐	
Massage	☐	
Pilates	☐	
Yoga	☐	
Martial Arts	☐	
Supplement recommendations	☐	
Other: _____	☐	
Appropriate insurances secured?	☐	
Massage	☐	
Pilates	☐	
Yoga	☐	
Martial Arts	☐	
Supplement recommendations	☐	
Other: _____	☐	
Reference Checks/Auditions on staff	☐	
Contractors or Employees	☐	
Written Contracts in place	☐	
In-Service Training Schedule	☐	
Updated Policies and Procedures/Employees Manual	☐	

STREET ADDRESS:
47 Hume Street,
Crows Nest, NSW 2065
Australia

POSTAL ADDRESS:
PO Box 577,
Crows Nest, NSW 1585
Australia

PHONE: 02 8412 7400
FAX: 02 8088 3842
E-MAIL: info@fitnessnetwork.com.au
WEB: www.fitnessnetwork.com.au