

## INTERNATIONAL TRAVEL RISK ASSESSMENT

### INSTRUCTIONS FOR USE

- Refer to the [International Travel Risk Rating List](#) to determine whether a risk assessment is required. Tip: Check the **Risk Assessment Required** column.
- The International SOS country report is required to complete this risk assessment. Access the report/country briefing via to the [International SOS website](#) or via the International SOS mobile App.
- This risk assessment must be approved by a nominated Authorising Manager prior to proceeding with travel bookings. A copy of this assessment, along with supporting document/s, is to be sent to your manager and the Authorising Manager.
- Travellers will be notified via email whether the risk assessment is approved. Approved forms are to be sent to the OHS Helpdesk [ohshelpdesk@saiglobal.com](mailto:ohshelpdesk@saiglobal.com).
- Enter actions requiring implementation prior to departure into the [Safety, Incident and Gift \(SIG\) System](#).
- For further assistance, please contact the OHS Helpdesk [ohshelpdesk@saiglobal.com](mailto:ohshelpdesk@saiglobal.com).

### 1. TRAVELLER INFORMATION

Traveller Name:			
Position:			
Department:		Location:	

### 2. TRAVEL DETAILS

Cities/Countries of Travel:			
Proposed Date of Travel:		Duration of Travel (days):	
Purpose of Travel:			
Do you have an itinerary for this trip? (If yes, attach to this form)			
Select travel booking option used:	Comments:		

### 3. AUTHORISATION

INSTRUCTION	<p>Before you start this section, open the <a href="#">Country Risk Rating List</a>. Search for the country of travel and identify the <b>Authorisation Level</b> (noted in the Authorisation Level column). If you are travelling to multiple locations, select the location with the highest authorisation level.</p> <p>Countries with an authorisation level of N/A do not require a risk assessment.</p>
What is the Authorisation Level?	
Name of Authorising Manager. Click <a href="#">here</a> to view the approved Authorising Manager List – Identify the appropriate Manager from your division.	

### 4. ADDITIONAL TRAVEL DETAILS

Question	Response	Comments
Do you have any medical conditions that may require medical treatment during travel?		

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Question	Response	Comments
Will you be travelling alone? If no, please provide names of travel companions.		
Are vaccinations or preventative medication recommended for your destination? If yes, specify.		
Will you be vaccinated prior to the trip and/or take preventative medication recommended?		
<p>If you are travelling to a high-risk destination (i.e. SLT approval level), have you obtained a security briefing report from International SOS?</p> <p>If no – email your itinerary to <a href="mailto:securitysupport@intlsos-cr.com">securitysupport@intlsos-cr.com</a> to obtain a report.</p>		

5. DESCRIBE THE POTENTIAL RISKS (As outlined in the International SOS Country/City Report)			
RISK	DESCRIBE THE HAZARD/RISKS	RISK LEVEL*	CONTROLS – WHAT WILL YOU DO TO MANAGE THESE RISKS?
Personal Safety <i>I.e. crime, kidnapping</i>			
Medical <i>I.e. diseases, illnesses</i>			
Political <i>I.e. Social unrest, terrorism</i>			
Natural disasters <i>I.e. Flooding, hurricanes</i>			
Cultural <i>I.e. female travellers</i>			

5. DESCRIBE THE POTENTIAL RISKS (As outlined in the International SOS Country/City Report)			
RISK	DESCRIBE THE HAZARD/RISKS	RISK LEVEL*	CONTROLS – WHAT WILL YOU DO TO MANAGE THESE RISKS?
Other			

\* Refer to [WHS Risk Level Matrix](#)

REMINDER: ENTER CONTROL MEASURES/ACTIONS REQUIRING IMPLEMENTATION PRIOR TO TRAVEL IN SIG

6. TRAVELLER ACKNOWLEDGEMENT			
<p>I have read and understood the travel information provided in the International SOS Report.</p> <p>I have a copy of the <a href="#">International SOS Membership Card</a> or have downloaded the International SOS mobile app.</p> <p>I will ensure that I have the required visa and driving permit, if applicable, prior to my departure.</p> <p>I will notify my Manager of any changes to travel arrangements both prior to, and during, travel.</p> <p>I will implement and/or comply with the control measures identified in this assessment as well as those recommended by International SOS.</p> <p>Controls/actions requiring implementation prior to departure have been entered into <a href="#">SIG</a>.</p> <p>I have attached my itinerary (if available) and a copy of the International SOS Report. Note: International SOS reports must be attached if travelling to countries requiring CEO or SLT authorisation.</p>			
Additional Comments:			
Signature:		Date:	

7. AUTHORISATION			
Travel is:	Approved		Not Approved
Comments:			
Name:		Position:	
Signature:		Date:	