|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Travel Risk Assessment Form** | | | | | | | | |
| **Date Completed:** | |  | | | | | | |
|
| **1 -Trip Details** | | | | | | | | |
| **TRAVELLER’S NAME & Name of contracting company** | | **Mr. Balasundaram Palanichamy** | | | | | | |
| **Date of trip** | | 280Nov 2018 | | | | | | |
| **Destination (s)** | | *Dakar* | | | | | | |
| **Attending vessel & Shell Job number** | | *Emmanuel* | | | | | | |
| **Description of activity** | | *[SIRE Inspection, Expediting, Audit etc. as applicable]* | | | | | | |
| **Itinerary Summary** | | *[can insert copy of itinerary]* | | | | | | |
| **2 – Contacts / Communication** | | | | | | | | |
| **Inspector/Expeditor Contact details**  *Mob: +91 98400 47671*  *marine.bala71@gmail.com* | | | | **Emergency Contacts**  *Lekshmi Viji*  **+91 9567363932**  **+91 9061980635**  **ops@sagitalmarine.com** | | | | |
| **Local Contacts**  ITOC Shipping Tel: +221 338211757 Email: : [itocshipping@orange.sn](mailto:itocshipping@orange.sn) / [charles.sohai@orange.sn](mailto:charles.sohai@orange.sn)  [bdieye@itocshipping.com](mailto:bdieye@itocshipping.com) | | | | **Shell Contact Details**  *safeteam@shell.com*  *0207 546 7600* | | | | |
| **Checks:**  Mobile Phone for Trip [wi*ll work in Country*] Yes | | | |  Key numbers [Contactor office focal point, Agent, Vessel, Shell  Contact etc. readily accessible] Yes   \*ICE Numbers in phone Yes  *\*ICE - In Case of Emergency* | | | | |
| **3 – Destination Specific Checks** | | | | | | | | |
| Confirm following checks carried out:   Any Travel Alerts applicable for the destination reviewed 1   Any Health Alerts reviewed 1   [Control Risk Group](http://www.controlrisksgroup.com/) security guides checked (Login name: C653203 ; Password: 83j12 ) - *Click on link*   Advice from local Agent (and recent travellers) | | | | | | | | |
| **4 – What are your Key Hazards?** | | | | | | | | |
| **Hazard**  **(What can go wrong?)** | | | ***What can cause it to go wrong?*** | | | ***Controls***  ***(What can be done to prevent it from going wrong?)*** | | ***Recovery***  ***(What can I do if it goes wrong?)*** |
|  | | |  | | |  | |  |
|  | | |  | | |  | |  |
| **5 - Additional checks** | | | | | | | | |
|  | Transportation arranged | | | |  | | Security/HSSE Briefing arranged in location | |
|  | Journey Management Plan completed | | | |  | | PPE arrangements made | |
|  | Any terminal safety induction process considered | | | |  | | Vaccinations / Malaria prophylaxis as applicable | |
| **6 - Approvals/Contacts – as required** | | | | | | | | |
|  | Approval from Contractor office focal point | | | | | | | |
|  | Approval from Shell contact [if required due to the nature of Travel Alert] | | | | | | | |
| **7 – Generic Travel Checks (review periodically)** | | | | | | | | |
|  | Scanned copy of Passport/ Visa | | | |  | | Emergency Contact Numbers with Shell and contractor focal point | |
|  | Defensive Driver Training | | | |  | | First Aid Kits | |

1 Checks are carried out by the Shell focal point who assigns the job to the contractor.

**TRA is required for all modes of travel & valid for up to 12 months:**

* When travelling to a high risk country (List of High Risk Countries provided) & travelling first time to a country – ref process flowchart.

**Submit a completed copy of TRA to Safeteam & keep a copy with you when you travel**