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| **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 ShippingTel: +221 338211757Email: : itocshipping@orange.sn / charles.sohai@orange.sn 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?)*** |
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|  |  |  |  |
| **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**