

Your International SOS Pre-Departure Checklist

Travel Documentation & Resources

| Y | Action | Resource |
|---|---|---|
| | Travel approval received | |
| | International SOS Membership Card | <ul style="list-style-type: none"> Contact the International Office or download a soft copy card on the portal |
| | International SOS BlackBerry/ iPhone/ Android Application | <ul style="list-style-type: none"> This only ever has to be downloaded once |
| | Passport (s) valid (minimum 6 months) | <ul style="list-style-type: none"> Visit https://www.passports.gov.au/ |
| | Visa (s) | <ul style="list-style-type: none"> Contact the Embassy of the country (ies) you are visiting, Travel Management Company or International SOS Assistance Centre |
| | Ticket (s) correct | |
| | Hotel bookings confirmed | |
| | Flight (s) confirmed | |
| | Credit Cards | |
| | Travellers cheques/ Money/ Foreign currency (ies) | |
| | Itinerary prepared/ Circulated | <ul style="list-style-type: none"> Email copies of your itinerary to your home based office, family, self, destination country, manager, etc |
| | Photocopy Travel Documents and store at home, office & with luggage | <ul style="list-style-type: none"> Passport, visa (s), letters of invitation, travel itineraries, contact details, International SOS Membership card |

Security

| Y | Action | Resource |
|---|--|---|
| | Review online Security information and risk rating (s) | <ul style="list-style-type: none"> Visit www.internationalsos.com & enter your membership number or use the International SOS portal accessible via the intranet |
| | Sign up for Security Alerts | <ul style="list-style-type: none"> Visit www.internationalsos.com & enter your membership number or use the International SOS portal accessible via the intranet |
| | Security Brief | <ul style="list-style-type: none"> Have additional questions or travelling to a high or extreme risk location, call into the International SOS Assistance Centre for a security brief, have your Travel Brief Questionnaire completed. |
| | Transport arranged to the airport | |
| | Transport arranged on arrival | |
| | Anyone meeting you on arrival (s) | |
| | Flight details sent to Host | |
| | Prepare Wallets | <ul style="list-style-type: none"> Primary wallet: small amounts of cash & other non-critical items for easy access. Emergency wallet: sufficient amounts of cash, credit cards & copies of documents |
| | Communication | <ul style="list-style-type: none"> Become familiar with the communication facilities in your destination country (ies) including landline, mobile phone (activate international roaming) communication options. Visit the International SOS website for information. |

Health & Safety

| Y | Action | Resource |
|---|---|---|
| | Review online Medical information (Country Guides), risk rating (s) etc | <ul style="list-style-type: none"> Visit www.internationalsos.com & enter your membership number or the Intl.SOS portal via the intranet |
| | Sign up for Medical Alerts | <ul style="list-style-type: none"> Visit www.internationalsos.com & enter your membership number or the Intl.SOS portal via the intranet |
| | Medical Brief | <ul style="list-style-type: none"> Have additional questions or travelling to a high or extreme risk location, call into the International SOS Assistance Centre for a medical brief, have your Travel Brief Questionnaire completed. You can request this brief to be emailed to you afterward. |
| | Vaccinations | <ul style="list-style-type: none"> Call into the International SOS Assistance Centre to inquire what vaccinations maybe required. |
| | Prescription Medication | <ul style="list-style-type: none"> Ensure you have adequate stocks of any prescription medications packed with a copy of the prescription. |
| | Health Check | <ul style="list-style-type: none"> Ensure you have had a recent health check prior to travel |



Worldwide reach
Human touch