

Comprehensive Travel Risk Assessment Template for Canadian Companies

Company Name: _____
Assessment Date: _____
Completed By: _____
Reviewed By: _____

Part 1: Trip Information

Basic Trip Details

- Traveller Name: _____
- Employee ID: _____
- Department: _____
- Trip Purpose: _____
- Destination(s): _____
- Departure Date: _____
- Return Date: _____
- Trip Duration: _____ days
- Accommodation: _____
- Transportation: _____

Emergency Contacts

- Company Emergency Contact: _____
 - 24/7 Emergency Hotline: _____
 - Local Emergency Contact: _____
 - Canadian Embassy/Consulate: _____
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Part 2: Destination Risk Analysis

Security Risk Assessment

Government of Canada Travel Advisory Level:

- Exercise normal precautions
- Exercise a high degree of caution
- Avoid non-essential travel
- Avoid all travel

Security Threats (Check all that apply):

- Terrorism risk
- Political instability
- Civil unrest/demonstrations
- High crime rates
- Armed conflict
- Kidnapping risk
- Piracy (for maritime travel)
- Border tensions

Risk Level:

- Low (1-2) - Minimal security concerns
- Medium (3-4) - Some security precautions needed
- High (5-6) - Significant security measures required
- Critical (7-8) - Extreme security protocols necessary

Health Risk Assessment

Current Health Advisories:

- No current health alerts
- Level 1 - Practice usual precautions
- Level 2 - Practice enhanced precautions
- Level 3 - Avoid non-essential travel
- Level 4 - Avoid all travel

Health Risks (Check all that apply):

- Endemic diseases (malaria, dengue, etc.)
- Pandemic/epidemic concerns
- Poor air quality
- Contaminated water supply
- Limited medical facilities
- Altitude sickness risk
- Food safety concerns

- Insect-borne diseases

Required Vaccinations:

- Routine vaccines up to date
- Destination-specific vaccines required
- Yellow fever vaccination
- Other: _____

Natural Disaster Risk**Environmental Hazards (Check all that apply):**

- Earthquake risk
- Volcanic activity
- Hurricane/typhoon season
- Flooding risk
- Wildfire risk
- Extreme weather conditions
- Avalanche/landslide risk

Seasonal Considerations:

- Rainy season
- Extreme temperatures
- Monsoon season
- Winter conditions

Infrastructure Assessment**Infrastructure Quality:**

- Excellent - Modern, reliable infrastructure
- Good - Generally reliable with minor issues
- Fair - Some infrastructure limitations
- Poor - Significant infrastructure challenges

Specific Infrastructure Concerns:

- Unreliable internet/communications
- Limited transportation options
- Intermittent power supply
- Poor road conditions

- Limited banking/ATM access
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Part 3: Traveller Readiness Evaluation

Traveller Experience

- **Previous travel to this region:** [] Yes [] No
- **International travel experience:** [] Extensive [] Moderate [] Limited [] None
- **Language skills:** _____
- **Cultural familiarity:** [] High [] Medium [] Low

Health Considerations

- **Pre-existing medical conditions:** [] Yes [] No
- **If yes, specify:** _____
- **Current medications:** _____
- **Mobility limitations:** [] Yes [] No
- **Dietary restrictions:** _____
- **Travel insurance coverage:** [] Yes [] No
- **Coverage amount:** \$ _____

Training and Preparation

- **Security awareness training completed:** [] Yes [] No [] Required
 - **Cultural sensitivity training:** [] Yes [] No [] Required
 - **Emergency response training:** [] Yes [] No [] Required
 - **First aid certification:** [] Yes [] No [] Recommended
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Part 4: Emergency Preparedness Checklist

Pre-Travel Preparation

- Travel documents verified (passport, visa, permits)
- Emergency contact information updated
- Travel insurance policy obtained
- Medical clearance obtained (if required)
- Vaccinations completed
- Emergency cash and backup payment methods

- Backup copies of important documents
- Emergency contact card created
- Communication plan established
- Local law and customs research completed

Communication Protocol

- Regular check-in schedule established
- Primary communication method: _____
- Backup communication method: _____
- Emergency communication procedure defined
- Time zone considerations documented
- Local emergency numbers obtained

Emergency Equipment

- First aid kit
- Emergency medications
- Water purification tablets
- Emergency food supplies
- Flashlight and batteries
- Whistle/signaling device
- Emergency beacon/GPS device
- Local SIM card/communication device

Part 5: Insurance Coverage Verification

Travel Insurance Details

- **Insurance Provider:** _____
- **Policy Number:** _____
- **Coverage Amount:** \$ _____
- **Policy Period:** _____
- **24/7 Emergency Number:** _____

Coverage Verification (Check all that apply)

- Emergency medical coverage (minimum \$5M CAD)
- Medical evacuation and repatriation

- Trip cancellation/interruption
- Baggage loss/delay
- Personal accident coverage
- Business equipment coverage
- Kidnap and ransom coverage
- Political evacuation coverage

Provincial Health Plan

- Coverage confirmed for travel dates
 - Limitations understood
 - Supplemental coverage obtained
 - Claims process documented
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Part 6: Risk Mitigation Strategies

Security Measures

- Low-profile travel approach
- Secure transportation arranged
- Safe accommodation confirmed
- Avoid high-risk areas/times
- Regular security briefings scheduled
- Emergency evacuation plan in place

Health Precautions

- Preventive medications obtained
- Health monitoring protocol established
- Local medical facilities identified
- Medical evacuation insurance confirmed
- Food and water safety guidelines provided

Communication Plan

- Regular check-in schedule: _____
- Emergency contact tree activated
- Backup communication methods established
- Local emergency services contacts provided

- Embassy registration completed
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Part 7: Approval and Authorization

Risk Assessment Summary

Overall Risk Level:

- Low Risk - Standard precautions sufficient
- Medium Risk - Enhanced precautions required
- High Risk - Extensive security measures needed
- Critical Risk - Travel not recommended

Approval Requirements

- Department manager approval
- HR approval (if required)
- Security team approval (if required)
- Executive approval (for high-risk travel)

Conditions and Restrictions

- No special conditions
 - Enhanced security measures required
 - Specific accommodation requirements
 - Restricted areas to avoid
 - Additional insurance required
 - Escort/security detail required
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Part 8: Post-Travel Follow-up

Immediate Post-Travel

- Safe return confirmed
- Health check completed (if required)
- Incident report filed (if applicable)
- Insurance claims submitted

Equipment returned

Lessons Learned

- Risk assessment accuracy evaluated
 - Mitigation strategies effectiveness reviewed
 - Process improvements identified
 - Training needs assessment completed
 - Template updates recommended
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Signatures and Approvals

Traveller Acknowledgment: I acknowledge that I have reviewed this risk assessment and understand the risks associated with this travel. I agree to follow all safety protocols and maintain regular communication as outlined.

Signature: _____ **Date:** _____

Department Manager Approval: I approve this travel request based on the risk assessment and mitigation strategies outlined above.

Signature: _____ **Date:** _____

Risk Management Review: Risk assessment has been reviewed and approved. All necessary precautions have been identified and implemented.

Signature: _____ **Date:** _____

Risk Assessment Scoring Guide

Risk Level Calculation

- Security Risk:** _____ (1-8 scale)
- Health Risk:** _____ (1-8 scale)
- Natural Disaster Risk:** _____ (1-8 scale)
- Infrastructure Risk:** _____ (1-8 scale)
- Traveller Readiness:** _____ (1-8 scale)

Total Score: _____ / 40

Risk Level Classifications

- **1-10:** Low Risk - Standard business travel protocols
 - **11-20:** Medium Risk - Enhanced precautions required
 - **21-30:** High Risk - Extensive security measures needed
 - **31-40:** Critical Risk - Travel not recommended without exceptional circumstances
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Additional Resources

Government Resources

- **Government of Canada Travel Advisories:** travel.gc.ca/travelling/advisories
- **Consular Services:** travel.gc.ca/assistance
- **Registration of Canadians Abroad:** travel.gc.ca/travelling/registration

Emergency Contacts

- **Canadian Emergency Line:** 1-613-996-8885
- **Local Emergency Services:** _____
- **Company 24/7 Hotline:** _____

Review Schedule

- **Initial Assessment:** _____
 - **Pre-Departure Review:** _____
 - **Mid-Trip Check:** _____
 - **Post-Travel Review:** _____
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This template should be customized to your organization's specific needs and updated regularly to reflect changing risk conditions and company policies. For assistance with implementation, contact your corporate travel management provider.