

SOP-GEN-031 Travel Management Plan

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1.0 Introduction

The Travel Management Plan is in place to ensure that properly certified, medically fit individuals receive appropriate travel arrangements along with all required visas and vaccinations for their destinations, as well as agent assistance upon arrival and departure.

2.0 Procedures

TDI-Brooks' Travel Management Plan procedure consists of a multi-level verification process.

When our Staffing Managers make the decision to move a qualified person to a specific job, the Logistics Coordinator is requested to do a check of all applicable certifications and qualifications to ensure that the mariner or technical staff member is fit for service.

The Logistics Coordinator also checks local visa requirements and communicates with the in-country agent on visa documentation if necessary.

Once all documents and visa requirements are in line, the Logistics Coordinator will contact the travel agent for flights. The travel agent will come back with multiple route options at different price points. A routing is decided upon and the travel agent issues the confirmed ticket. The flight information is distributed to the individual, the travel team email and the vessel by the Logistics Coordinator.

Once the ticket is received, the Logistics Coordinator will send the itinerary and necessary back up documentation to the in-country agent and arrange pickup and transportation between the airport and vessel.

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3.0 Reporting

The traveler is requested to notify travel@tdi-bi.com with updates on their journey.

If travel issues arise, the traveler should contact either the Logistics Coordinator or their designee directly to troubleshoot the problem.

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