

INTERNATIONAL SOS

Pre-Departure Checklist



TRAVEL DOCUMENTATION & RESOURCES

- Seek travel approval
- Carry International SOS membership card Contact your internal International SOS representative or download a soft copy on your portal.
- Download International SOS Assistance App This only has to be downloaded once.    
- Read International SOS Membership eGuide Learn more about International SOS services by accessing the Membership eGuide via your portal.
- Have your passport/s Make sure it has a minimum 6 months validity.
- Arrange visa/s Contact the Immigration Office of the country/s you are visiting, or travel management company or in-house team.
- Check ticket/s are correct
- Confirm flight/s and hotel booking/s
- Arrange credit card/s Make sure card/s have been activated for international use.
- Arrange foreign currency
- Prepare/circulate itinerary and check the weather Email copies of your itinerary to your home based office, family, self, destination country, manager, etc.
- Scan and photocopy travel documents and store at home, office & with luggage Passport, visa/s, letter of invitation, travel itineraries, contact details, identity picture. Keep an online soft copy of these in an email account or a secure cloud.

SECURITY

- Review online security information and risk rating/s Via the Assistance App or visit internationalsos.com and enter your membership number.
- Sign up for Security Alerts Via the Assistance App or visit internationalsos.com and enter your membership number.
- Arrange a security briefing If you have additional questions or concerns, call into the International SOS Assistance Centre for a security brief.
- Arrange transport to the airport
- Arrange transport on arrival
- Send flight details to host
- Prepare wallets Primary wallet: small amounts of cash & other non-critical items for easy access. Emergency wallet: sufficient amounts of cash, credit cards & copies of documents.
- Set up communications Become familiar with the communications facilities in your destination country/s including landline and mobile phone. Bring spare battery/s and/or a power bank, and activate international roaming.

HEALTH & SAFETY

- Review online medical information and risk rating/s Via the Assistance App or visit internationalsos.com and enter your membership number.
- Sign up for Medical Alerts Via the Assistance App or visit internationalsos.com and enter your membership number.
- Arrange a medical briefing If you have additional questions or concerns, call into the International SOS Assistance Centre for a medical brief.
- Check vaccination requirements Call the International SOS Assistance Centre to inquire what vaccinations may be required.
- Check prescription medication Ensure you have adequate stocks of any prescription medications packed with a copy of the prescription.
- Arrange a health and dental check Ensure you have had a recent health and dental check prior to travel.
- Prepare and bring a travel health kit

**WORLDWIDE REACH.
HUMAN TOUCH.**

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